December 1961

The Office

Magazine of Management · Equipment · Methods

WHAT IT COSTS TO COMMUNICATE

VACATION PLANNING + SEMIANNUAL INDEX

THIS IS THE UNDERWOOD SCRIPTOR

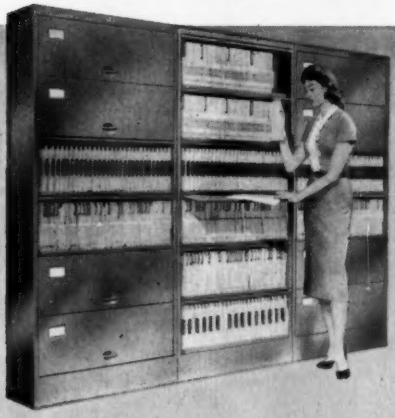
This new electric typewriter is designed to provide management with general-purpose typing of absolute uniformity, crisp appearance and sharp legibility, at such high speed and with such ease that it can substantially lower typing costs at stations where work is continuous. The attractively-styled Scriptor offers such proved ways to increase production as reverse tabulation and simplified title-centering. Beneath the Scriptor's attractive styling is rugged construction that assures long years of trouble-free dependability. Other Underwood electric typewriters are the Raphael, with automatic variable letter-spacing and carbon ribbon, and the Forum, with conventional spacing and equipped with both carbon and fabric ribbons. Underwood Corporation, One Park Avenue, New York 16, New York.

For More Information Circle No. 219

12 WAYS TO FIND PROFIT DOLLARS

by cutting filing costs with SPACEFINDERS!

"Profit dollars" in your filing department? Yes! We can show you how to cut costs, improve filing operation and discover "profit dollars" with Spacefinder Filing System. Write for brochure with the **facts!**



SPACEFINDER CABINETS

UNIT SPACEFINDER

MONEY-SAVING SPACE-FINDER FILING SYSTEM

...utilizes two unique files. These are welded cabinet Spacefinders with retractable doors or open unit Spacefinders, where portable boxes "package" documents—to produce maximum flexibility and versatility. Both accomplish a better job for less money.

You can make proven savings in filing time, increase efficiency 45 to 50%. Savings in time and space are documented, photographed, and signed—proven in Spacefinder installation case histories—by filing managers of typical businesses. Here are examples:

PROOF

Leading Oil Company—doubled efficiency, saved 40% space.

Data Processing Manufacturer—got copies of engineering drawings to personnel five times faster. used 50% less space.

Savings and Loan Association—increased efficiency 50%, cut space required 40%.

Insurance Company—proven labor savings of 30 to 35%; allowed large expansion in existing filing space.

You can make savings like these! Write today for "Profit Dollars" brochure shown above—and find out how to cut costs on filing!

For More Information
Circle No. 253

HOME OFFICE: 995 Market St., San Francisco 3

TAB PRODUCTS CO.

FRIDEN COMPOS-O-LINE

For photographic data processing

The Friden Compos-O-Line is a revolutionary advance in the preparation of printed matter of many kinds—catalogs, price lists, directories, address labels, manuals, etc. This amazing machine, a sequential card camera, quickly converts original source material into finished composition, ready for the production of plates for offset printing, or other reproduction. As a result, you can store, recover, edit and process data at great savings in time, effort and money.

How it works: original data is entered on cards, sorted into desired sequence. These cards are paginated and photographed by the machine, which produces the information on film or paper. After developing, the page format is complete – right down to the required heads, sub-heads, rules, texts, tables and page numbers. Find out how the Friden Compos-O-Line can benefit *your* organization. Talk to your local Friden representative. Or write: Friden, Inc., San Leandro, California.

THIS IS PRACTIMATION: automation so hand-in-hand with practicality there can be no other word for it.

Sales, Service and Instruction Throughout the U. S. and World

Friden

For More Information Circle No. 208

The Office
Magazine of Management · Equipment · Methods

DECEMBER, 1961
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This town was about a week behind in processing requests for copies of records by residents. And it used to cost $700 a year to keep just one year's marriage records—but not any more.

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If your memory files are not too large, why not forget about a ram or tape memory for your punched card computer, and use a punched card memory? RAYMOND DREYFACK

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CIRCULATION OF THIS ISSUE OVER 62,000

As necessary as a typewriter? W-e-l-l . . . No.

Perhaps the ASTRAL portable refrigerator is not as necessary to the well equipped office as a typewriter.

But more and more progressive business firms are discovering that an ASTRAL in the office can be as much an asset as any other piece of business equipment.

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And firms with ASTRAL refrigeration available to the general office, find a boost in employee morale—and a saving in time away from the desk during refreshment breaks.

To learn how an ASTRAL can fit into your office life write Dept. O-12.

MORPHY-RICHARDS *Astral*

232 S. VAN BRUNT STREET, ENGLEWOOD, N. J.

For More Information Circle No. 244

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★

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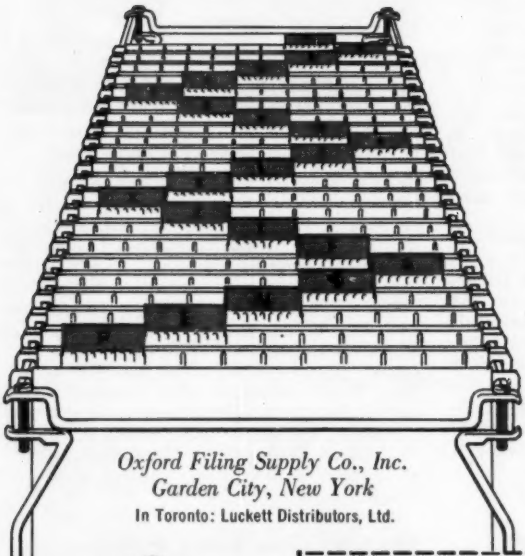

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2. TWICE-AS-FAST FILING

3. SOLVES MANY FILING PROBLEMS CAUSED BY OFFICE AUTOMATION

Oxford Filing Supply Co., Inc.
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FIRM .....
STREET .....
CITY .....ZONE ....STATE .....
Name of your Oxford Dealer
.....

For More Information Circle No. 222

IDEAS, TECH TIPS, HELPFUL HINTS, LATEST INFORMATION FOR PLATEMAKERS AND PRESSMEN

SHOP TALK

From the Printing Products Division 3M COMPANY

Do Short Run Printing? Then You Need This New 3M Plate and Chemical

If you have a great volume of short run work; if your primary problem is speed of operation; if you want a fast, sure, on-the-press developing process; if you want to use one plate for both line and halftone—then you need the greatest combination on the market for short run printing—3M "L" Plates and 3M "L" Speed Desensitizer.

The low cost 3M "L" Plate replaces plastic and paper plates. It's a duplex aluminum surface presensitized plate that is economical, flexible, and convenient to handle. It gives you clean, sharp halftones. It has the dimensional stability you want. It is halation-free. It gives you easy pencil-eraser deletions and standard (No. 2) pencil additions on the press.

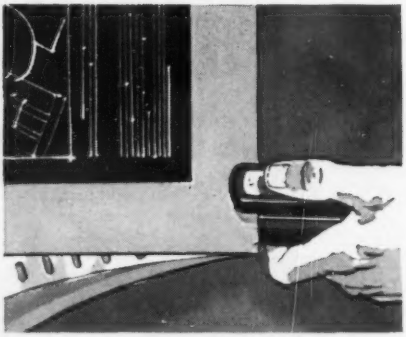
Clean and colorless, 3M Brand Speed Desensitizer is rubbed on the plate and wiped off, either on the press or on a table. Different from other desensitizing chemicals, 3M Speed Desensitizer contains no chemicals that tend to contaminate or neutralize fountain solution; therefore it can be used right on the press in utmost safety.

So, if you want speed, economy, and convenience, call your 3M Lithographic Supply Dealer and order 3M Brand "L" Plates and 3M Brand "L" Speed Desensitizer.

No Need To "Doctor" With New Plate Tusche

This new 3M Brand Plate Tusche obsoletes makeshift tusching techniques such as honing, scraping, scratching. You can use it to correct blemishes, repair broken lines, add lines, even add or correct solids.

3M Plate Tusche is a liquid. It's easy to use—safe—applies in seconds. Yet it provides a durable length-of-run image and requires no additional "doctoring" as with other tusching methods. You can get 3M Brand Plate Tusche from your 3M Litho Supply Dealer.



Good Idea For Using Both Sides of "L" Plate

As you probably know, the popular and flexible 3M "L" Plate has two usable smooth aluminum printing surfaces. One printer uses this method with these two surfaces.

The platemaker staples the negatives to each side of the plate at the gripper edge, where the staple holes won't print. Then the negatives and the plate are put in a light-tight manila envelope after exposure and sent to the press. The pressman developes the plate right at the press with 3M Brand "L" Speed Desensitizer. He doesn't worry about a visible image—he gets one when he drops the ink rollers.

Hurry! Get Your Free Pressman's Pocket Pal

Every pressman should have one of these fact packed booklets. Over 40 pages filled with tips, ideas, instructions, and good practice pointers that really work.

We're offering the 3M Pressman's Pocket Pal free for a limited time only. To get yours, write: 3M Printing Products Division, Dept. PBW-121, Minnesota Mining and Manufacturing Company, 900 Bush Avenue, St. Paul 6, Minnesota.

For More Information Circle No. 203

The Office PRODUCT INDEX

This index, prepared for your convenience, lists the products and services advertised in this issue. Refer to pages listed for information on each. Further details can be had by writing manufacturer direct, or by use of reader inquiry card.

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It's on its way in the new **GUIDE TO HOWARD CUT SIZE PAPERS. WRITE!**

Covers 1678 (count 'em!) combinations of weights, colors, and finishes in cut size papers.

BONDS • LEDGER • MIMEO • DUPLICATOR • OFFSET
COVER • PRINT PAPER • WHITEPRINT • MULTI-PROCESS

Selection simplified by simple, orderly arrangement in the Howard Cut Size Guide. Write for it, or available through many printers, stationers, paper merchants.

HOWARD PAPER MILLS • DIVISION OF St.Regis PAPER COMPANY

DAYTON, OHIO

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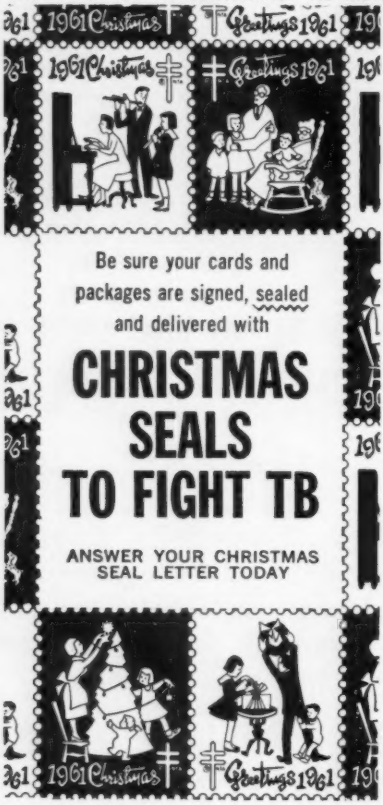

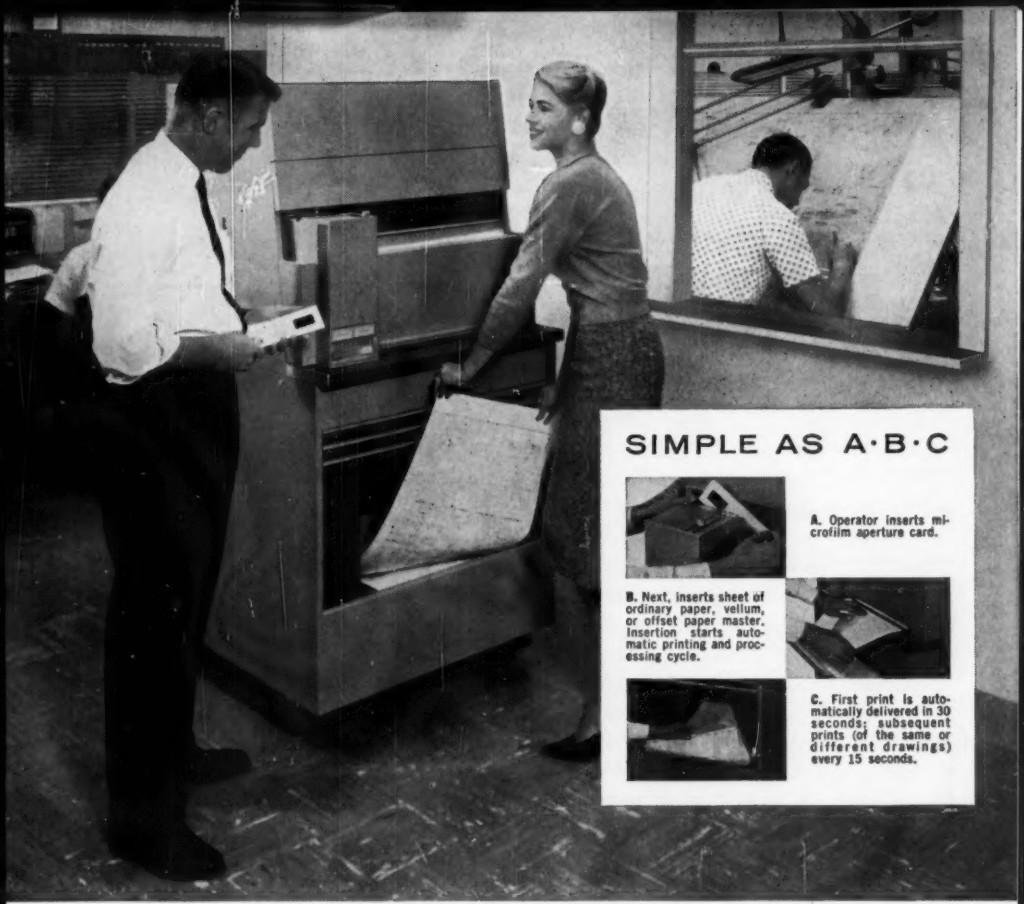

From microfilm to an 18" x 24" print ...in seconds and on ordinary paper!

You can have a dry, positive, 18" x 24" engineering print in seconds and on ordinary paper with the new 1824 Printer.

This remarkable machine, which requires no exposure settings or other adjustments, reproduces from a microfilm aperture card, making 18"x24" prints—or smaller—at extremely low cost. It also copies onto vellum or offset paper masters.

Operation is automatic. Prints ready for immediate use emerge as fast as four a minute.

The quality of reproduction is superb. Images are sharp black-on-white and won't rub off. There is no odor, no waste, and the finished print may be written on with pen or pencil.

Regardless of your engineering-drawing-reproduction needs, you can now enjoy tremendous savings in time, money, space, and materials with a unitized microfilm system.

Write today for our free 1824 booklet giving the full benefits you can expect from an 1824 Printer. Xerox Corporation, (formerly Haloid Xerox Inc.), 61-227X Haloid Street, Rochester 3, N. Y. Branch offices in principal U. S. and Canadian cities. Overseas: Rank-Xerox Ltd., London.

XEROX
CORPORATION

For More Information Circle No. 205

EMPLOYEE VACATION PLANNING

H. E. CARROLL

INADEQUATE ADVANCE planning of employee vacations can bring headaches to office administrators who must keep the work flowing smoothly 12 months a year. In addition, employee morale is lowered when last minute scheduling compels some workers to be assigned dates they don't like. Check your vacation planning with the following points. This will help you complete the job quicker, avoid foul-ups later on and keep your people happy.

Start Planning Early

Your 1961 vacation schedule can be the basis for next year's planning. As you review the old year's, you will be reminded of the problems that developed. Find solutions now so that these same problems do not recur next year.

A Total Vacation Period

If you can set aside a certain period of the year, such as the summer, for all employee vacations without interfering with business, you will be fortunate. But you must consider the personal interest of employees (hunting and fishing seasons, honeymoons, school vacations, etc.). More and more folks are becoming interested in taking their annual vacations in the winter or a season other than summer. Offices with a great many employees may have to schedule vacations throughout the year.

Establish Vacation Rules

Many of your vacation problems will be eliminated by a definite set of rules which apply to the vacations of all personnel. The rules state the qualifications for a vacation, how long it will be, penalties for leaving early or returning late, and the manner of priority in which employees can choose vacation dates.

Vacation Sign-Up

Permitting employees to select their own favorite vacation time will save you lots of work, if it works. Most em-

Paid holidays provided	All areas	Industry division							Region			
		Manufacturing	Public utilities	Wholesale trade	Retail trade	Finance	Services	Northeast	South	North Central	West
Office Workers											
13 or more days	1	(*)	(*)	(*)	----	1	(*)	1	1	----	(*)
12½ or more days	1	(*)	(*)	1	----	3	(*)	2	1	----	(*)
12 or more days	4	1	2	3	(*)	13	1	11	1	(*)	1
11½ or more days	5	1	2	4	2	16	3	13	1	1	1
11 or more days	12	3	9	8	3	34	8	30	1	3	2
10½ or more days	13	4	11	9	6	35	9	32	1	3	2
10 or more days	17	6	14	13	6	42	11	40	4	4	3
9½ or more days	18	7	15	13	8	43	14	42	5	8	4
9 or more days	24	11	21	20	8	52	21	52	7	8	9
8½ or more days	26	13	22	21	8	56	25	55	8	8	13
8 or more days	42	31	44	41	15	65	42	71	21	17	46
7½ or more days	44	34	44	43	16	67	45	73	22	20	48
7 or more days	76	82	80	64	44	76	61	93	46	66	86
6½ or more days	78	84	90	66	46	79	62	94	50	70	86
6 or more days	95	97	98	92	86	94	90	98	73	90	94
5½ or more days	95	97	98	93	87	94	90	99	75	90	94
5 or more days	99	99	99	99	96	99	96	99	95	99	99
Total receiving paid holidays	99	99	99	99	98	99	98	99	98	99	99

(*) indicates less than 0.5%. Above figures are cumulative percentages.

PAID HOLIDAYS. Compiled from a survey by the Bureau of Labor Statistics, U. S. Dept. of Labor.

ployees will appreciate having their say about such a personal subject. Everybody won't get exactly the dates they want, so you must have a fair and equitable policy for handling duplicate requests for dates where a stoppage of workflow would otherwise occur.

Off-Season Vacations

While July and August are traditional vacation months throughout most of the country, some employees prefer off-season dates either to take advantage of lower summer resort and cruise rates, or to enjoy the snow or sun in the winter. Will off-season dates coincide with busy or slack periods in your office? If there are no peaks or valleys in your workflow during the year, the off-season idea may prove helpful. If so, let people know they do not have to go on vacation in the summer.

Extra Time Without Pay

Two weeks may not be long enough for an employee to take a long trip. A policy of permitting employees to take extra time without pay may prove popular, *if* your work schedule can take it. After all, if you can allow an extended vacation, do you really need that employee full-time? Comparatively few will want to take time off without pay.

Split Vacations

Some employees will request a split vacation, taking one week early in the year and another at a later date. This may save you some expense because you may get by for a week at a time

Amount of vacation pay and length-of-service	All areas	Industry division						Region			
		Manufacturing	Public utilities	Wholesale Trade	Retail Trade	Finance	Services	Northeast	South	North Central	West.
Office Workers											
1 week or more	99	99	99	99	99	99	99	99	99	99	99
6 months	61	62	44	46	31	83	62	74	49	58	49
1 year	99	99	99	99	99	99	99	99	99	99	99
2 weeks or more	99	99	99	99	98	99	96	99	97	99	99
6 months	6	4	4	2	(*)	13	11	11	2	2	6
1 year	76	82	45	73	36	97	75	84	65	73	74
2 years	90	91	72	87	89	99	89	91	84	90	93
3 years	95	94	90	95	95	99	93	94	91	96	99
5 years	99	99	99	99	97	99	96	99	96	99	99
3 weeks or more	85	86	95	73	73	89	69	89	68	90	84
3 years	2	3	1	1	2	2	11	3	1	2	5
5 years	9	7	4	6	15	9	27	13	4	6	10
10 years	38	37	23	40	54	40	50	42	24	42	36
15 years	82	84	94	72	71	84	67	87	65	87	81
20 years	84	86	95	73	72	88	68	88	67	89	83
25 years	85	86	95	73	73	89	69	89	68	90	84
4 weeks or more	39	30	52	29	47	50	23	46	31	36	35
10 years	1	1	1	1	2	1	11	1	1	1	3
15 years	3	2	1	1	3	3	13	4	2	2	3
20 years	13	11	9	17	16	18	16	15	12	12	13
25 years	33	28	24	27	47	44	23	40	26	31	24
30 years or more	39	30	52	29	47	50	23	46	31	36	35

(*) indicates less than 0.5%. The figures above are percentages.

PAID VACATIONS of office workers in metropolitan areas by amount of pay and length of service, industry division and region, for the year ending June 30, 1960. The above and other tables in this article are reprinted from the "Monthly Labor Review" of the Bureau of Labor Statistics, U. S. Dept. of Labor.

Industry division and region	Less than 2 weeks			2 but less than 3 weeks			3 but less than 4 weeks			4 weeks or more		
	All workers	Office workers	Plant workers	All workers	Office workers	Plant workers	All workers	Office workers	Plant workers	All workers	Office workers	Plant workers
All areas	3	1	4	18	14	19	50	46	51	28	39	25
Industry division:												
Manufacturing	3	1	4	16	13	17	58	56	58	22	30	21
Transportation, communication, and public utilities	(1)	(1)	(1)	4	5	4	43	43	44	52	52	52
Wholesale trade	2	1	4	29	26	31	43	44	42	24	29	21
Retail trade	6	2	6	26	24	27	33	26	33	34	47	33
Finance, insurance and real estate					11			39			50	
Services	13	4	15	42	27	46	31	46	27	10	23	6
Region:												
Northeast	3	1	5	17	10	19	49	43	51	30	46	25
South	9	3	10	31	28	32	33	38	32	23	31	21
North Central	1	(1)	1	12	10	13	56	53	57	31	36	29
West	1	(1)	2	16	16	16	59	48	62	23	35	19

(1) indicates less than 0.5%.

Distribution (in percent) of office and plant workers by maximum vacations received in 1960. From a survey by the Bureau of Labor Statistics, U. S. Dept. of Labor.

without a replacement. Sometimes this employee won't want to set the date for the subsequent week or weeks when the schedule is made up. Unless all dates are set at the beginning, they must realize that their choice of future dates will depend on factors beyond their control.

Double Pay—No Vacation

Employees with heavy financial obligations may appreciate the opportunity to work through their vacation time and receive double pay. This will save you the trouble of finding vacation replacements, but it has its disadvantages. Your payroll will be higher than anticipated. More important, the employee loses the chance to rest and relax which is the main reason for vacations. Also, for those with responsibilities, especially handling money or items that can be turned into money, it is advisable to have them away from business once a year. Most companies insist that all employees take an annual vacation and this is recognized as the best policy.

Accumulated Vacations

A policy that permits employees to accumulate vacation time, and work throughout one year to take a double vacation the following year, has the disadvantages of the foregoing for management. If you establish such a policy, set a time limit on how long vacation time may be piled up and whether it can be added to sick leave (if any). Remember this unused vacation time becomes payable if the employee leaves your employ. Many companies won't allow accumulating vacation time for

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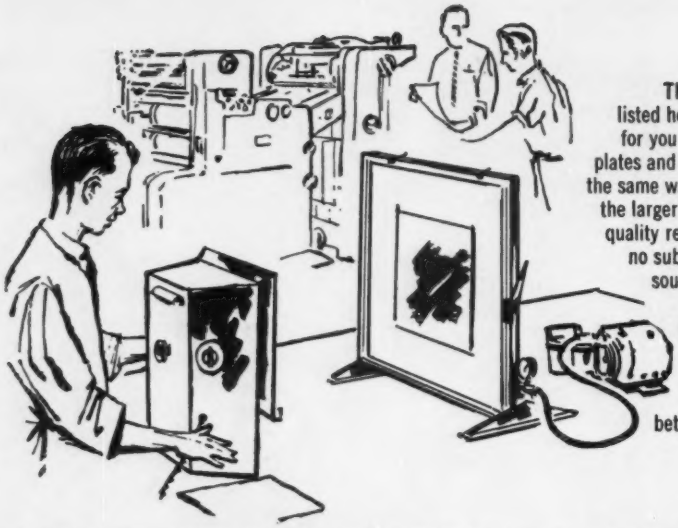

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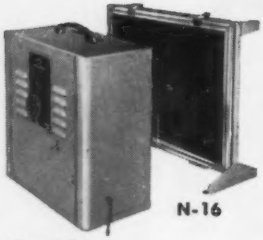

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N-16W

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For plates up to 21" x 25". Aluminum glass frame . . . steel vacuum frame. Hinged at feet. Complete with arc lamp, 5-min. timer, motor, pump, gauge.....$259.00

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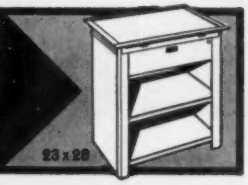

For More Information Circle No. 224

some of the same reasons they won't allow workers taking double pay for going without a vacation.

Vacation Pay

Avoid conflicts by having a fair policy on vacation compensation. This applies when overtime or incentive pay is received by employees who work while others are away. One solution is to average the weekly earnings over a year (including overtime and incentive pay) and pay this amount for the vacation weeks. Whatever you do, make it the rule and apply it to all who qualify.

Split Pay

Many employees are "flat broke" when they return from vacation. You might help here by paying half of the vacation salary when the employee leaves and half when he returns. Then he can carry on until the next payday.

Holidays During Vacations

When a holiday falls during a vacation period, you can extend the vacation a day, or pay for the extra day and have a complete staff from week to week. Set the rule you wish, but adjust your schedule for all days off if you allow the extra day.

Part-Time Employees

Part-time employees are entitled to vacations if they qualify to whatever rule you set up. For instance, you might give them one day's paid vacation for each three months' service. Don't inadvertently set a rule that will

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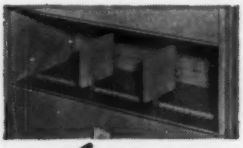

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give part-timers a longer vacation than regular employees for the same length of service.

Post the Schedule Early

Your employees will want to make their personal vacation plans, too. Post the vacation schedule as soon as you can. This will allow both you and them to plan for vacation periods. Set a deadline for requests of vacation dates (unless you assign them) and make the undecided give a tentative date which, if accepted, they may or may not be able to change later.

Vacation Replacements

This is the most important point—to maintain business as usual. If the vacation schedule spreads pretty well throughout the year, you might have "flying squads" for certain jobs—regular employees who float about filling in for those who are away. Of course, every type of job cannot be handled in this manner. A shift in assignments of certain personnel may be the answer. Temporary help services specialize in vacation replacements and using such employees is easier and costs less than putting new people on the payroll. You can hire high school or college students in the summer, at Christmas and Easter especially if you believe some of them will become regular employees after graduation.

Train Promotable Employees

Vacation time may prove an excellent opportunity to train new people. Some may be temporarily upgraded during the vacation of employees in more

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Call us for
typists • stenos • IBM operators
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For More Information Circle No. 370

Looking for a solution to your

BRPE Tape Punch

Perforates 5, 6, 7 or 8 level tape at 100 char/sec. Synchronous unit, with parallel-wire input. For business machine readout, or, with deserializer, for data reception over DATA-PHONE or other high speed communication channels.

CX Tape Reader

Reads fully perforated or chadless tape—5, 6, 7 or 8 level codes—at 100 char/sec. For use as computer input device, or, with serializer, for transmission over DATA-PHONE or other high speed communication channels.

LARP Tape Punch

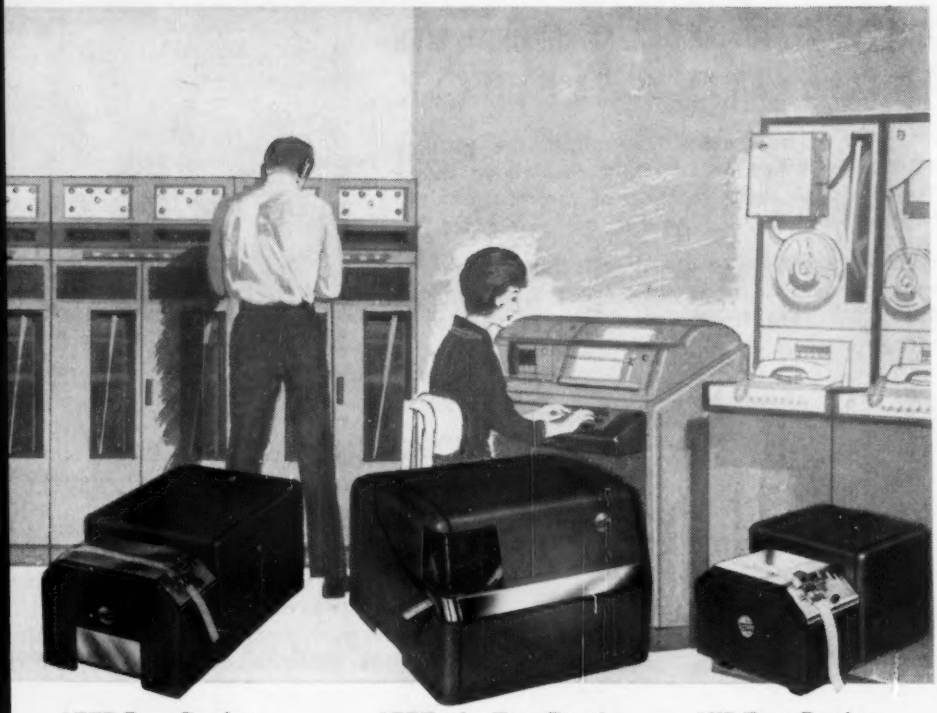
Produces 5, 6, 7 or 8 level tape at 20 char/sec. Parallel input. May be used for cross-office relaying, data collection, or providing by-product tapes from business machines. Companion input tape reader available (LX).

Teletype Corporation offers an extensive line of paper tape punching and reading equipment, with capabilities for meeting a wide variety of needs. In addition to the individual units illustrated, numerous combination sets are available—such as gang-mounted punches and readers, punch-reader relay sets, high-low and low-high speed converters, and page-tape consoles.

Applications range from high or low speed on-line transmission to centralized data collection . . . data distribution . . . data input/output for business machines . . . by-product tapes . . . and many others.

With Teletype-built tape units, you

data communication problems?



LBXD Tape Reader

Dual-purpose model: permits, (1) transmission on-line and/or to business machines, or (2) direct read-out (without tape) from business machines for on-line transmission. Speed, 10 char/sec; 5, 6, 7 or 8 level codes.

LPR Typing Tape Punch

Produces 5-level "common language tape," prints data right on tape for handling ease. Speed, 10 char/sec. Non-typing version of this unit also available (LRPE).

LXD Tape Reader

For on-line transmission of 5, 6, 7 or 8 level tape at 10 char/sec. Transmission may be pulsed.

can solve your problems with precision-engineered equipment, backed by over fifty years of continuous design and manufacturing skill in the data communications field.

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TOP AMERICAN COMPANIES USE PAIGE MIRACLE BOX

All types of businesses throughout the country are storing office and factory records in Paige Miracle Boxes, at a fraction of their former expenditure for metal files and transfer cases.

Paige Miracle Boxes not only effect great savings in cost of record-retention but also in the utilization of ALL the space from floor to ceiling in storage areas.

AT LARGEST TITLE COMPANY Paige Miracle Boxes provide safe storage and easy access to hundreds of thousands of original, irreplaceable real estate records.

COUNT "1 - 2 - 3" — that's how quickly anybody in your office, plant or warehouse can set up a Paige Miracle Box.

The UNIQUE PAIGE MIRACLE BOX SETS UP INSTANTLY and AUTOMATICALLY

NO TAPING! NO STAPLING!

THE COMPACT SYSTEM OF STORING RECORDS

Paige Miracle Box is the ONLY corrugated container with ALL the features which record-retention specialists consider essential for the successful operation of the Compact Storage System:

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Completely DOUBLE-walled, DOUBLE-floored, DOUBLE-cornered, providing amazing stacking strength.

The ONLY corrugated box with an integrated, locked-in bottom that can't "fall through."

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Light in weight, easy to handle by its convenient handholes: even when full, can easily be carried by any girl in the office.

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For More Information Circle No. 354

responsible jobs. Indicate on their personnel records how they performed and it will prove helpful when you have to choose replacements for workers who are promoted or terminated. Of course, use persons who will become eligible for the upgraded job as your vacation replacement.

Vacation Assistance

You might provide employees with information and literature about vacation spots. If you have enough employees to do so, you might arrange for special resort rates or chartered tours. Local travel agencies will be glad to render special services to accommodate your employees with everything from information to bookings.

Establishing a vacation savings plan for employees might be appreciated. This could be handled by regular payroll deductions going into a vacation fund, or you could make regular payments to a bank's vacation plan for employees who desire it.

If vacations are given in one-week increments, must everyone leave on a Friday and return on a Monday? Will you allow an employee to leave in the middle of the week, perhaps to take advantage of lower midweek airline fares? If you pay on the 1st and 15th of a month it might not matter, but the rule should apply to all.

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Don't forget your own vacation. Be sure to include it in your schedule and planning. If you combine your vacation with a business trip, keep complete records for income tax purposes.

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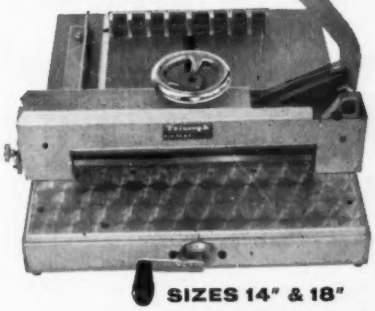

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COBOL—1961. Catalog No. D 1.31:961, U. S. Government Printing Office, Washington 25, D. C., 258 pp., $1.25.

A technical reference manual detailing current specifications of COBOL, prepared by representatives of 11 computer manufacturers plus representatives of users in industry and government, to assist effective and economical utilization of digital computers by reducing the time and cost of programing.

NEW OFFICE BUILDINGS—NEW YORK CITY, 1961-62. Julien J. Studley, Inc., 342 Madison Ave., New York 17, 32 pp., Free.

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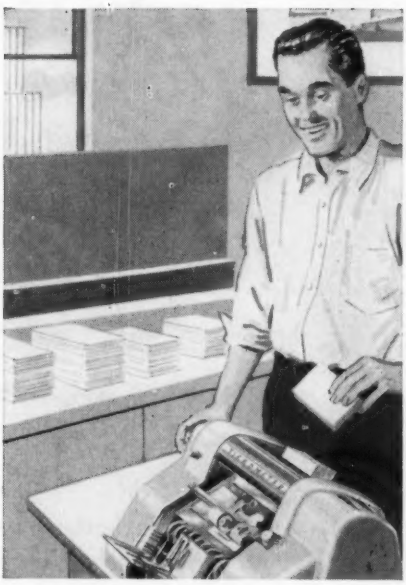

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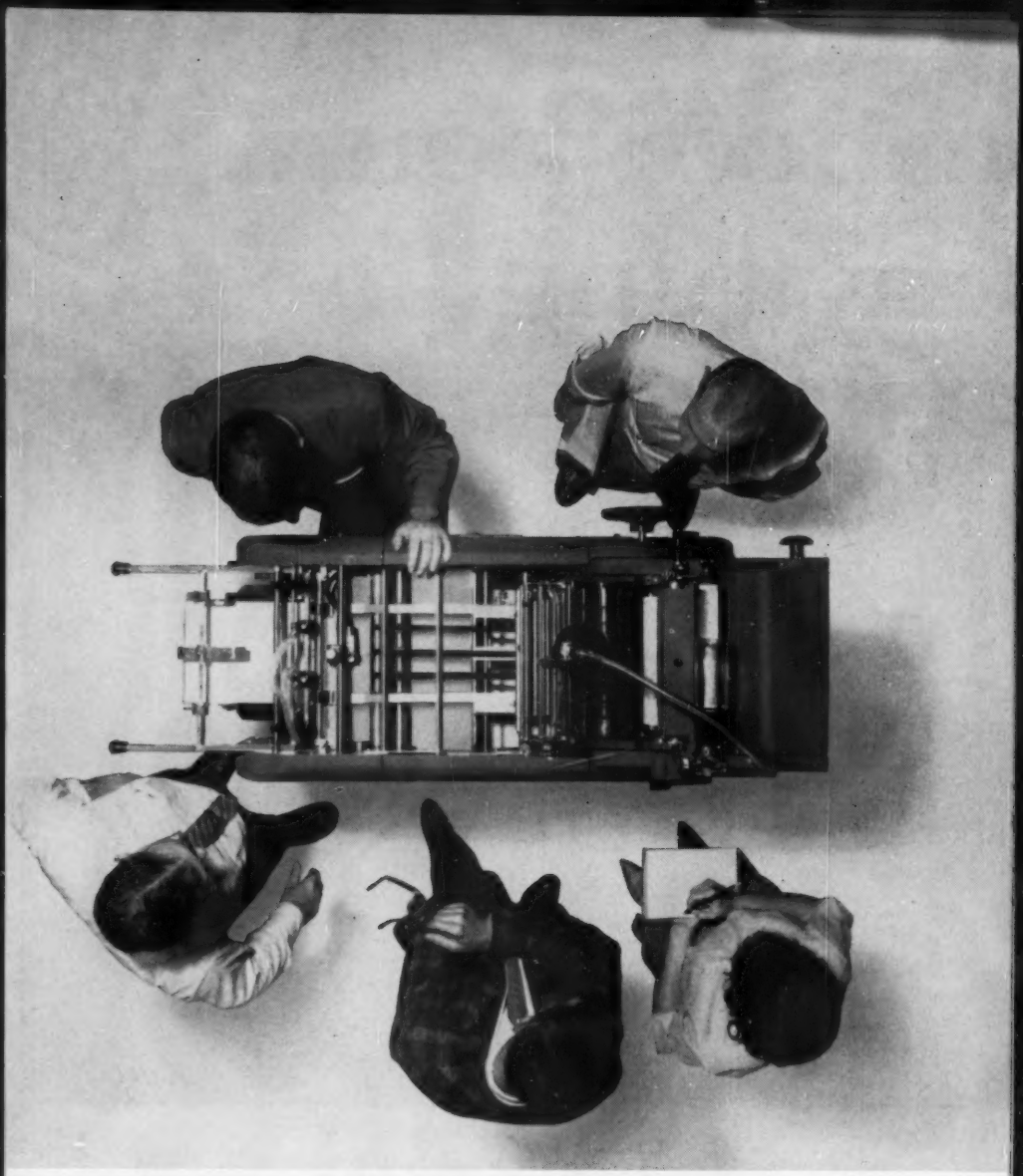

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For More Information Circle No. 250

tinuous reading of the pulse of business. Shows how to make objective, accurate evaluations of departments, workers, machines and processes. Provides time-saving performance indices.

HOW TO IMPROVE YOUR HANDWRITING. Government Printing Office, Washington 25, D. C., 15 pp., 15 cents.

To increase the awareness and interest of employees in achieving better, clearer handwriting as a means of improving themselves and their service to customers. Discusses most common faults and suggests steps for improving legibility. Catalog No. VA 1.19:03-2.

THE HUMAN TOUCH IN MANAGEMENT by Cloyd Steinmetz. Motivation, Inc., Springdale, Conn., 25c.

The author, who is sales training director for Reynolds Metals Co., approaches the problem of supervisors' obtaining the best results from employees by using human relations. He explains this philosophy, and tells how to motivate employees through an understanding of its basic principles.

DATA PROCESSING ANNUAL. American Data Processing, Inc., 2200 Book Tower, Detroit 26, Mich., 320 pp., $15.

Contains 40 data processing applications, a directory of data processing services available in 40 cities, bibliography and articles in this third volume. There is an updating of the computer guide, including basic data and illustrations for 22 computer systems.

OFFICE BUILDINGS. F. W. Dodge Corp., 119 West 40th St., New York 18, 256 pp., $9.75.

Problems involved in the design and construction of modern office buildings of all sizes and types are described. Has three sections: high-rise, low-rise and engineering, examining over 40 important buildings. Contains more than 700 photos, plans and diagrams.

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For More Information Circle No. 256

The Office WASHINGTON REPORT

★Government Paperwork & Methods

FEDERAL BUDGET officials suspect that some government bureaucrats have found the lure of the electronic computer too much to resist. They fear the computer has become a status symbol in the battle of myriad alphabetical bureaus for prestige. The Budget Bureau, our government's fiscal watchdog, took a survey of computers in government recently to determine who had them, the type and make, and how much they were used. Most, of course, were in legitimate use, but here and there were hints of some fast and loose spending for electronic brains. There were also indications that some buying specifications may have been written to suit only one manufacturer. So, the Bureau is tightening up computer purchasing rules. Here's the new procedure:

Computers must be selected on a strictly competitive basis. None may be selected until systems specifications are available, and the latter must be drawn to give every maker an equal chance. Award must go to the lowest total cost bidder.

New rules contain strict orders on deciding whether to buy, lease with an option to buy, or simply to lease. To buy, the systems study must indicate full use for about one shift; that buying, rather than leasing, will produce a lower cost in six years or less, and that the equipment will be needed longer than six years. A lease with option to buy must be used when one or more of the buying criteria are not met. This might occur when actual operation is needed to determine the amount of use, when the length of the task is too uncertain to assure the six-year minimum life, or when future changes in systems specifications are expected. So computers now may be leased by government agencies only when it is certain that the purchase requirements will not be met. It is expected that the new rules will mean higher initial costs for computers, but lower costs over the long run.

IF YOU THINK you've got paper storage problems, consider the poor archivists throughout the world. These paper-savers, in countries far and wide, are working together to try to slow the flood. They met recently in Washington to consider the problems faced by our country—one of the youngest but the one with the biggest hoard. The U.S. now has 24 million cubic feet of stored records. The archivists are seeking aid from experts in every field to develop better ways of selecting which papers to store, and better methods of storing and reproducing records.

TAB-ON STENCIL dispensing machines are not subject to federal excise tax, primarily because they don't

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You erase mistakes . . . even whole phrases . . . like magic, with just a soft rubber pencil eraser. They erase cleanly, too . . . no smudge . . . no smear. Superase, with 25% new cotton fibre content, also has a quality appearance. It looks like regular bond paper, including the crisp cockle finish always associated with quality papers. And Superase Bond gives a beautiful letterhead impression by *all* reproduction processes. Send for sample kit containing a generous supply of Superase Bond and Superase Thin.

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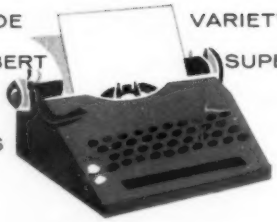
GILBERT SUPERASE BOND IN A WIDE VARIETY OF SIZES AND WEIGHTS, INCLUDING GILBERT SUPERASE THIN (sub. 9), IS AVAILABLE FROM AMERICA'S FINEST PAPER MERCHANTS



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fit any tax category. Internal Revenue Service officials, asked to rule on whether these machines are subject to the tax, say no — a bit reluctantly. "Stencil dispensing machines are not specifically included in the list of business machines enumerated (in the tax code), nor do they come within the general classification of any of the articles which are enumerated . . ."

The machines, which are similar to tape dispensing machines, feed a combination of tabs and stencil material with carbon backing from a roll. Lengths are tabbed onto forms, such as over the ship-to area on bills of lading, to allow cutting a duplicating stencil as a by-product of writing the form.

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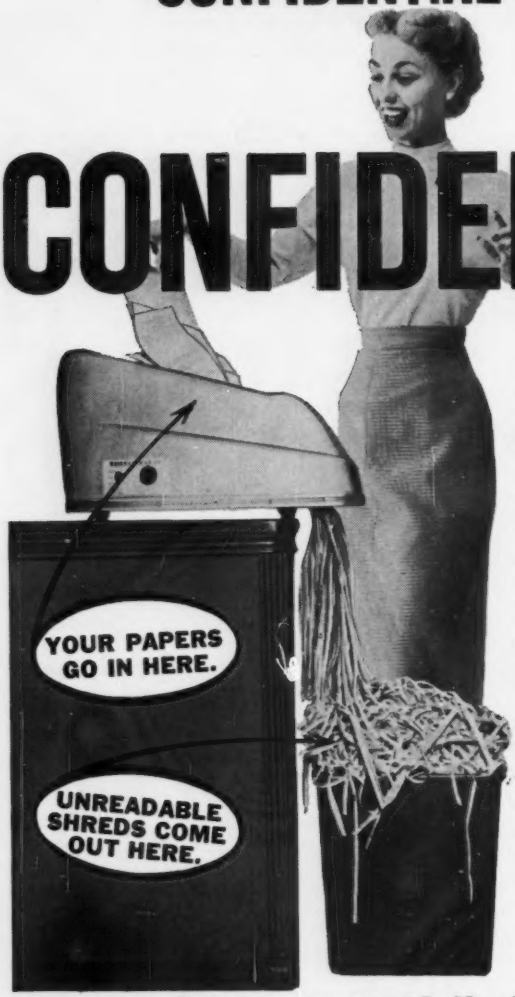

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For More Information Circle No. 103

Mr. A. A. Peniston, Manager of Printing for Braniff Airways says—"Solids and halftones are sharper, cleaner with Kodak Ektalith Method."

Kodak Ektalith Loader-Processor and office camera team up to produce offset plates.

Braniff improves duplicating quality, handles wider variety of jobs with Kodak Ektalith Method!

Offset masters—reduced, enlarged, or same size—for pilots' manuals, news releases, maintenance charts, what-have-you—are produced in average time of two minutes in easy room-light operation.

Just three simple steps: *expose* in office camera; *process* in Ektalith Loader-Processor; *transfer* with attached transfer unit.

More important to Braniff than the speed is the high quality of the paper masters and the duplicator copies made from them. Pilots' manuals, for example, are so sharp and clean that they can be read easily at night under subdued cockpit lighting.

Big savings in plate-making costs. Thanks to the greater speed of the Kodak Ektalith Method, output is up 25%. Ektalith quality also sharply reduces need for costly metal plates—so important to Braniff, where each dollar saved is equal to selling an extra $30 airline ticket!

Free Booklet shows in detail how you can save with Kodak Ektalith Method. Write Eastman Kodak Company, Photo Reproduction Products Division, Rochester 4, N. Y.

KODAK **Ektalith** METHOD ...*puts you ahead in offset duplicating*

Kodak TRADE MARK

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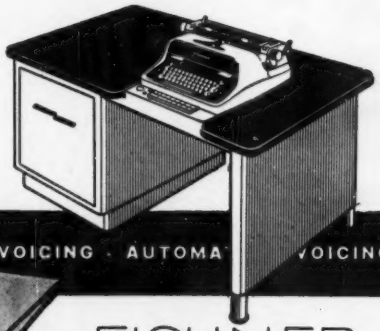

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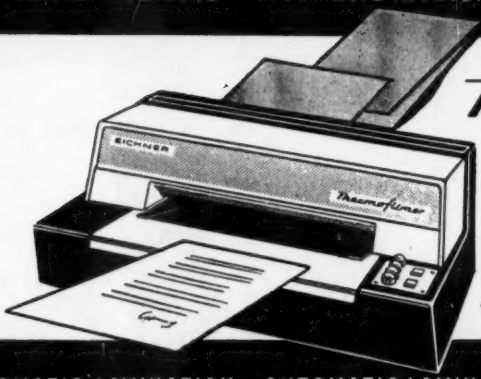
EICHNER *Thermofilmer*



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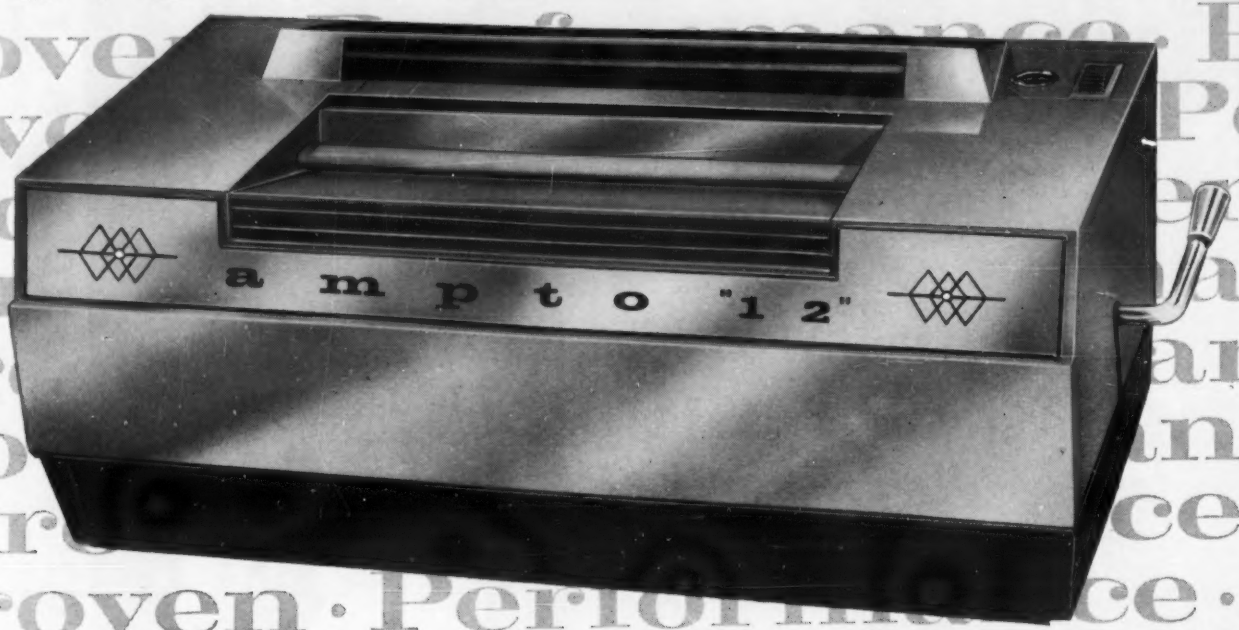

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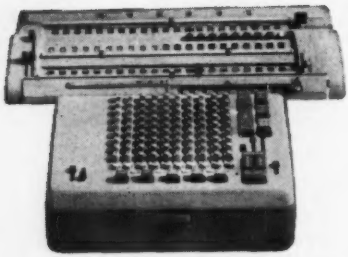

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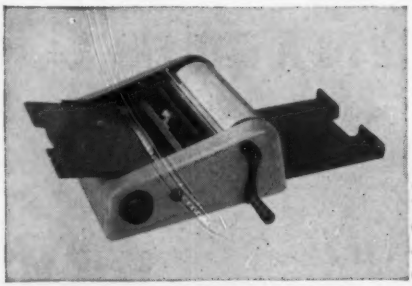

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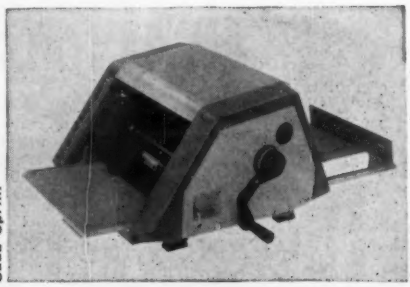

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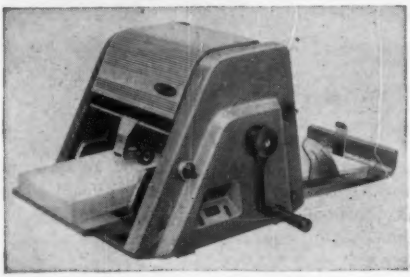

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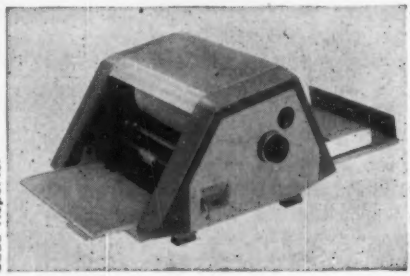

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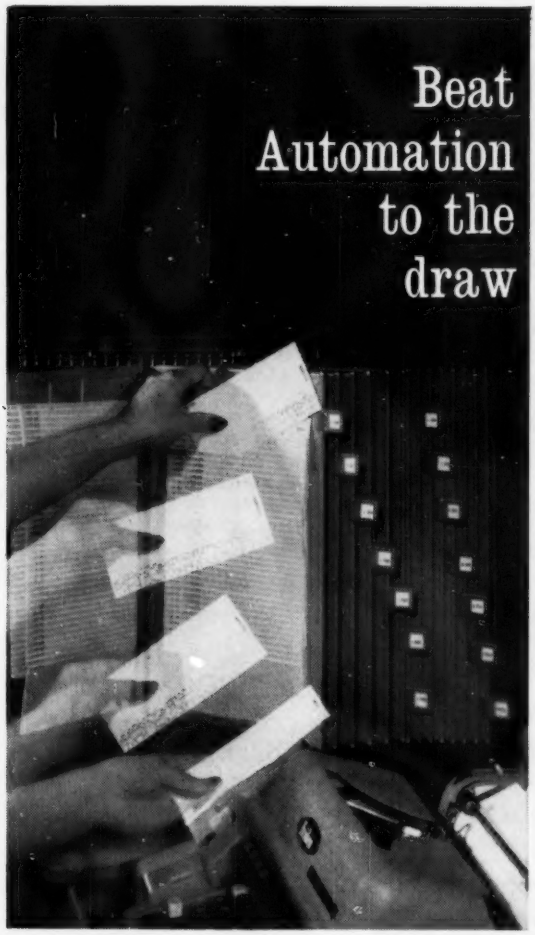

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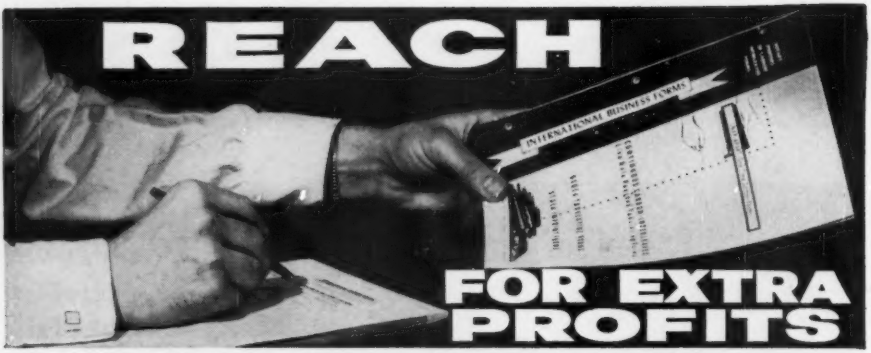

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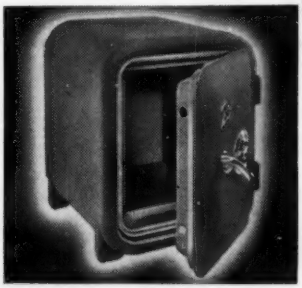

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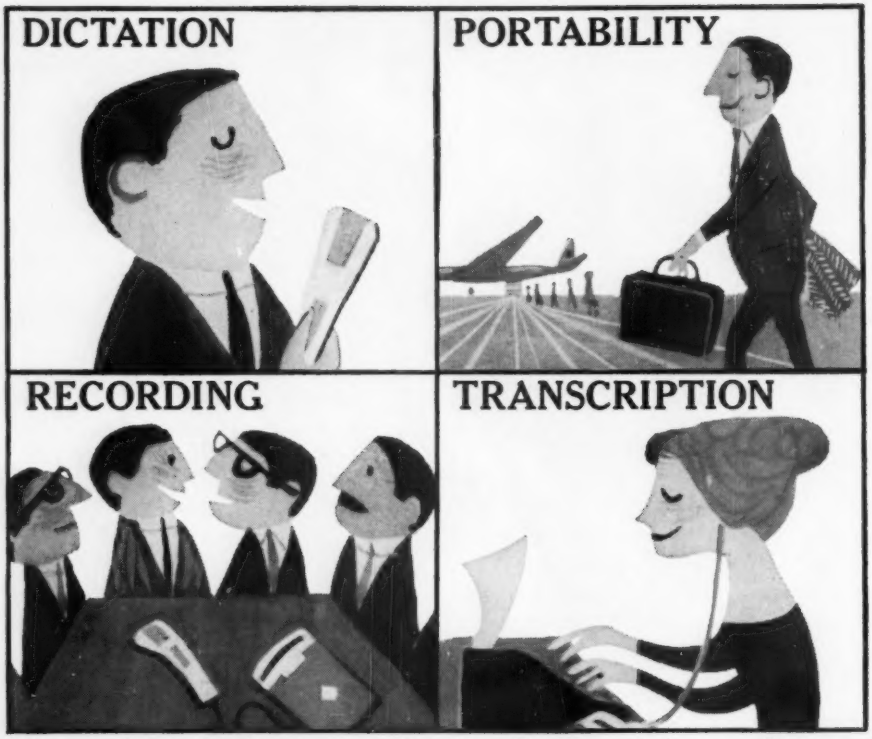

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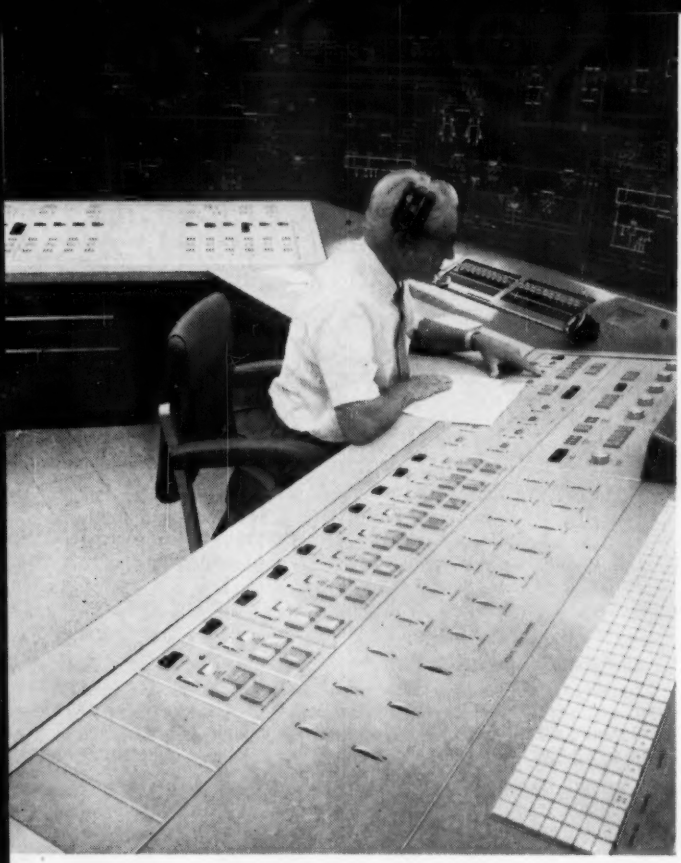
Offices of Bobbie Brooks, Cleveland supplier of fashions for young women, are equipped with Bentson Style-Line desks in square-edge designs with modular groups for executives and Bentson files. Glass space dividers give light and add attractiveness. Installation was was by S. Rose, Inc., and office design by the Austin Co.

Colorado Gov. Stephen L. R. McNichols reads message typed by the First National Bank of Denver's GE 210 electronic bookkeeping system which will sort and post 550 accounts per minute.

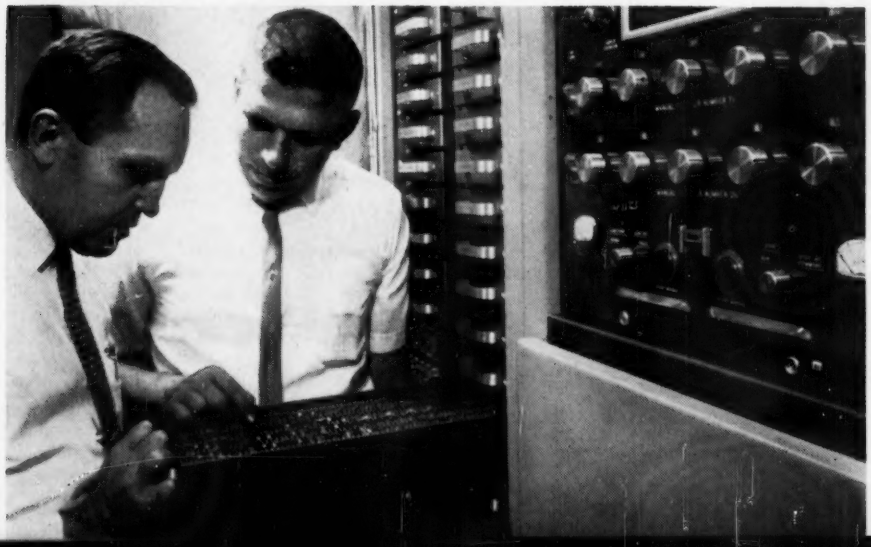
Each week, some 9000 punched cards are pulled to fill orders for processed meats at Oscar Mayer & Co., Madison, Wis. This card rack, made by the company's carpenter shop, has increased accuracy and morale, and improved efficiency 30% because all cards are within operator's reach.



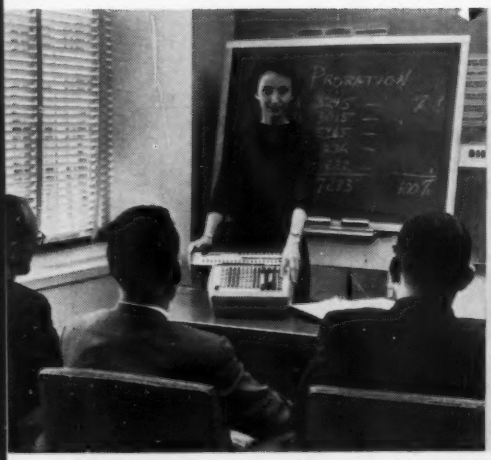
Computer Controls Philadelphia Electric System

From this console in dispatching office of Philadelphia Electric Co., power director supervises operation of system said to be the first in U. S. electric power industry. Digital computer controls 34 generating units in nine plants for most economical operation. System is a joint development of Minneapolis-Honeywell Regulator Co. and the utility.

Looking over one of the Honeywell 290's temporary storage units for programing changes are engineers J. R. Stauffer (left), of Philadelphia Electric, and J. W. Hoag of Minneapolis-Honeywell.



Barnet Lieberman, Philadelphia commissioner of licenses and inspections, seated at the IBM 7070 which analyzes a tape record of 35,000 buildings in eight minutes. Some 70,000 of the city's 570,000 buildings now are on 15″ magnetic tape reels. Edwin Krause, chief of research and analysis, is in charge of expanding it.



Seven women in key cities teach Smith-Corona Marchant, Inc., salesmen product and selling fundamentals, and the techniques of demonstrating calculating and adding machines, typewriters and photocopiers. They instruct groups for one or two-week periods, five days a week. The seven teachers (at right) are Norma Reese, Dallas; Eileen Jamieson, Toronto; Jewel Bishton, Chicago; Terry Phillips, training supervisor; Joy Macfarlane, Oakland; Georgianna Greger, Philadelphia; Sylvia Kiser, Atlanta; Carol Quinn, New York. At left, Sylvia Kiser demonstrates SCM's Model CMF Figuremaster rotary calculator to salesmen.

South Milwaukee Marine Bank officers' area (in foreground), president's office (in center) and conference area (background) uses 22 wood and ten metal chairs made by Milwaukee Chair Co. and Milwaukee Metal Furniture Co.; installed by Forrer Equipment Co.

John S. Kindy (left), Burroughs Corp. director of Federal Reserve marketing activities, confers with Harry S. Schultz (center), vice president, and Carl E. Bierbauer, assistant vice president, of the Federal Reserve Bank of Chicago which uses a Burroughs B-301 magnetic document processing system.

The U. S. Army Signal Materiel Support Agency, Fort Monmouth, N. J., maintains files for 800,000 parts and 2000 major pieces of equipment. By switching to microfilm aperture cards 700,000 drawings are filed in a fraction of the space required for full size documents. At left, Edna Randolph is microfilming a drawing. (All U. S. Army photos.)

Signal Corps' Microfilm Records on Tab Cards

Waiting at counter for aperture card service are Harold L. Feibish and Janet Keelan. Frank Tutarelli (right) examines a drawing on viewer.

Annabelle Transue operates a key punch to place DOD code on aperture cards. (See page opposite.)

Charles Stratton is making a positive reproduction of a specification on a card-to-card printer.

Barbara Hyers operates alphabetic interpreter which prints DOD code from punched aperture cards, as William E. Spicer III, section chief, looks on. Sorter at right has sorted more than 12 million cards since procedure was introduced.

Francis R. Borden, chief, procurement drawings branch, examines a print-out listing of aperture cards on accounting machine operated by Emily Reinecke.

A data transmission terminal of the Air Force's Combat Logistics Network receives a test message (foreground). Each of more than 200 terminals in the system can automatically exchange messages and data in punched cards, paper tape or printed form. Western Union Teleprinter (foreground) can receive copy in page form, and send and receive five channel tape.

Air Force's Comlognet Transmission Network

Each compound terminal consists of four basic units: terminal control (left), converts from Fieldata code used for transmission and controls data flow in and out of the terminal; teleprinter (center background) sends and receives five channel tape at up to 20 characters a second, and receives page copy; two modified printing card punches (right) send or receive 80-column cards at 18 characters a second.

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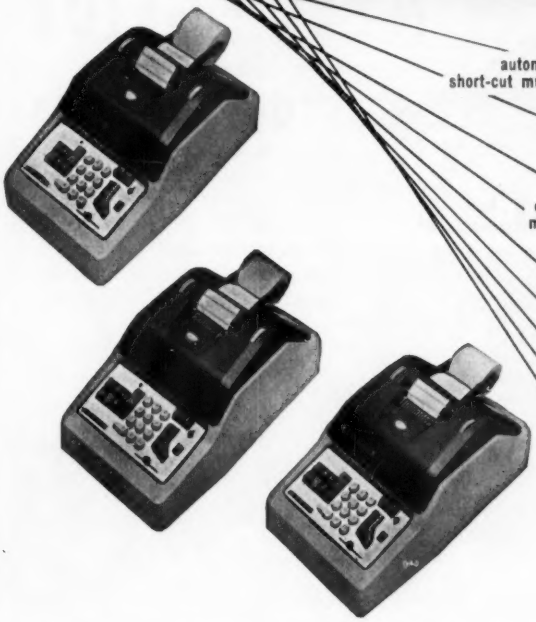

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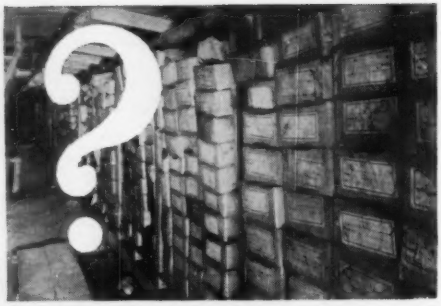

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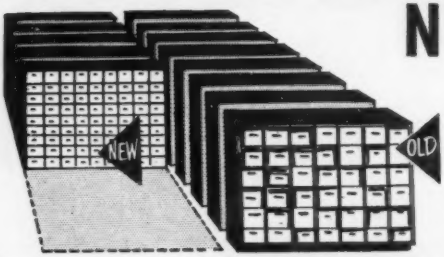

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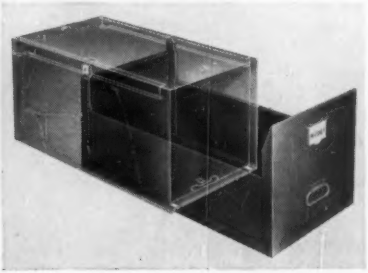

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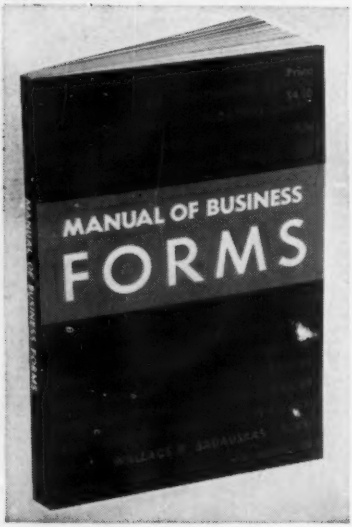

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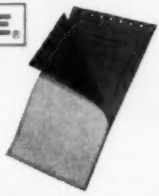

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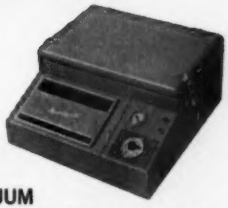

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What It Costs to Communicate

C. I. KEELAN, Director of Office Methods,
Johns-Manville Corp., New York

YOU HAVE MANY methods of communicating. How often do you stop to ask yourself which is the best way? Your choice, more frequently than not, is probably an almost unconscious act. Yet, conscious and knowledgeable selection of the best way can mean a cash savings.

Cited below are some conclusions that may be drawn from the data presented in the accompany tables. I have selected the conclusions that I believe will be of most help to the originator in choosing the least costly method:

A 30-word private wire sent any distance costs less than a 100-word letter.

A 100-word letter costs less than any length Western Union telegram sent any distance.

A 100-word letter costs less than a

1. LETTERS AND MEMOS MAILED TO YOUR BRANCH OFFICES

WORDS →	20	50	100	200	500
Reply written on letter received	$.23	$.43	$.67	$1.23	$2.91
Memo written by hand	.27	.47	.71	1.28	2.96
Letter dictated to a machine	.32	.44	.73	1.21	2.93
Letter dictated to stenographer	.37	.51	.87	1.49	3.73
Letter typed from longhand draft	.40	.60	.98	1.71	4.00

Principal costs are supplies, mailing, filing; and time of originator, recipient, stenographer and typist (valued at weighted average salaries of persons normally performing such work). Average letter on an 8½″ x 5″ sheet has 100 words; on an 8½″ x 11″ sheet, 300 words.

2. LETTERS AND MEMOS MAILED TO OTHER COMPANIES

WORDS →	20	50	100	200	500
Reply written on letter received	$.13	$.29	$.45	$.85	$2.05
Memo written by hand	.17	.33	.49	.90	2.10
Letter dictated to a machine	.23	.31	.52	.84	2.08
Letter dictated to stenographer	.28	.38	.66	1.12	2.88
Letter typed from longhand draft	.31	.47	.77	1.34	3.16

Principal costs are the same as Table 1 except that the cost for filing and reading in the recipient's office is not included. All letters are typed on 8½″ x 11″ sheets.

3. MESSAGES SENT BY PRIVATE WIRE

WORDS →	10	20	30	40	50	100
Up to 500 miles	$.16	$.29	$.43	$.56	$.69	$1.40
500-1000 miles	.17	.30	.44	.57	.70	1.41
Over 1000 miles	.19	.32	.46	.59	.72	1.43

Principal costs are supplies, equipment rental; and time of originator, recipient and operators.

four-minute telephone toll call of any distance, except under 50 miles.

A handwritten memo or letter costs less than one of the same length dictated to a stenographer, or written and then typed.

A long letter dictated to a dictating machine costs less than one dictated to a stenographer.

Even though a letter is usually the cheapest means of communication, a long letter costs significantly more than a short one.

A 50-word private wire to a branch office costs less than a telephone toll call of any duration to the same office.

Below 75 miles, a four-minute toll call to an outsider costs less than a 15-word Western Union telegram or a 200-word letter dictated to a dictating machine.

There is no difference in cost due to the distance a domestic letter or memo is sent.

There is a slight (1c to 3c) difference in cost due to the distance a private wire is sent.

There is significant difference in cost due to the distance a Western Union telegram is sent.

To help you remember these conclusions, I have, with apologies to Ogden Nash, attempted to versify them:

If your message to a branch office goes,
And 20-words will state all your woes,
Use your private-wire contraption
For speed, economy, and satisfaction.

If your message is 100-words or so,
And to a branch office it must go,
And carbon copies are not a jammer,
Send a penciled memo by
Uncle Sammer.

If long and wordy your message must be,
Then dictate you must to machine or girlie.
The girl's pretty, but the machine's the best deal.
Que la vie est bien difficile!

If your message to an outsider goes,
Uncle's mail beats a snail by a nose.
But Uncle's mail is awfully cheap
And the written word is something to keep.

If it's Mr. Outsider you wish to reach
With messages under four-minutes each,
And the distance is less than 75 miles,
Then you should try the voice that smiles.

As for Western Union and A. T. & T.,
It's quite sure you had better be
That you need the speed or verbosity.
(The verbosity goes with A. T. & T.)

4. TELEGRAPH MESSAGES SENT TO YOUR BRANCH OFFICES

WORDS →	15	25	30	40	50	100
75 miles	$1.30	$1.87	$1.89	$1.92	$1.96	$3.37
175 miles	1.41	2.04	2.06	2.09	2.13	3.65
325 miles	1.52	2.20	2.22	2.25	2.29	3.92
1000 miles	1.85	2.70	2.66	2.69	2.73	4.64
2100 miles	2.18	3.14	3.16	3.19	3.23	5.46

Principal costs are time of originator and recipient, and Western Union charges.

5. TELEGRAPH MESSAGES SENT TO OTHER COMPANIES

WORDS →	15	25	30	40	50	100
75 miles	$1.27	$1.83	$1.84	$1.86	$1.88	$3.21
175 miles	1.38	2.00	2.01	2.03	2.05	3.49
325 miles	1.49	2.16	2.17	2.19	2.21	3.76
1000 miles	1.82	2.66	2.61	2.63	2.65	4.48
2100 miles	2.15	3.10	3.11	3.13	3.15	5.30

Principal costs are the same as Table 4 except there is no cost for recipient.

6. TELEPHONE TOLL CALLS TO YOUR BRANCH OFFICES

MINUTES →	3	4	5	8	12	15
25 miles	$.81	$.97	$1.18	$1.81	$2.66	$3.31
50 miles	.97	1.24	1.51	2.30	3.38	4.19
75 miles	1.08	1.41	1.73	2.69	3.99	4.96
175 miles	1.36	1.74	2.12	3.24	4.76	5.89
325 miles	1.58	2.01	2.45	3.73	5.47	6.78
1000 miles	2.24	2.84	3.44	5.22	7.62	9.42
2100 miles	2.84	3.61	4.37	6.65	9.71	12.00

Principal costs are time of operators, caller and person called; and charge by telephone company.

7. TELEPHONE TOLL CALLS TO OTHER COMPANIES

MINUTES →	3	4	5	8	12	15
25 miles	$.55	$.63	$.76	$1.16	$1.69	$2.10
50 miles	.71	.90	1.09	1.65	2.41	2.98
75 miles	.82	1.07	1.31	2.04	3.02	3.75
175 miles	1.10	1.40	1.70	2.59	3.79	4.68
325 miles	1.32	1.67	2.03	3.08	4.50	5.57
1000 miles	1.98	2.50	3.02	4.57	6.65	8.21
2100 miles	2.58	3.27	3.95	6.00	8.74	10.79

Principal costs are the same as Table 6 except there is no cost for person called nor his operator.

How to Delegate RESPONSIBILITY

WILBERT E. SCHEER, Personnel Director, Blue Cross-Blue Shield, Chicago

IMPORTANT for the efficiency of an executive is knowing how to delegate responsibility. He should not try to lead the band and play all the instruments. We have seen managers and supervisors who had no time for the problems of others. While others idled, they were hard at work and remained in empty offices late at night. We've heard them wail: "This job is killing me," "Check with me before you proceed," "I don't dare take a day off," "Route everything through me."

Responsibility in a management job is far greater than the personal capacity to carry out all the work details. No one expects the chief accountant to post all the ledger accounts, nor the president to personally service all customers. Dispersing authority and responsibility throughout an organization is achieved by delegation. According to Dr. George R. Terry in *Principles of Management,* to delegate means to grant or confer authority and responsibility in equal measure, from one executive or organizational unit to another, to accomplish particular assignments. Delegation extends your area of operations. Without delegation, your actions are confined to what you alone can do.

Customarily, delegation flows from a higher to a lower level. However, delegation may also go from a lower to a higher level, or between points on the same level. In other words, delegation can be downward, upward, or sideways.

Downward delegation of authority and responsibility is illustrated by a company president to one of his department managers; upward delegation by workers to their employer as in the case of group life insurance purchases; sideways delegation by an advertiser to an advertising agency.

Actually neither authority or responsibility can be delegated in the true sense. Authority can be shared, and responsibility assigned. Delegation does not mean the permanent release from obligations. Rather it is the granting of rights to, and approval for, others to operate within prescribed areas. The delegator always remains accountable for what is, or is not, accomplished.

General delegation of authority and responsibility is achieved by the establishment of company policies. Statements of acceptable company practices guide the manager in knowing what is expected of him and within what limits he may make decisions on general mat-

THE EXECUTIVE DOES THESE JOBS HIMSELF

1. Builds the workforce.
2. Develops good morale.
3. Helps workers grow.
4. Communicates to all levels.
5. Plans the work.
6. Schedules jobs.
7. Settles disputes.
8. Handles grievances.
9. Cooperates with other executives.

HE MIGHT DELEGATE PART OF THESE JOBS

1. Employment and selection.
2. Induction and orientation.
3. Worker training.
4. Attendance control.
5. Accident prevention.
6. Production control.
7. Methods improvement.
8. Cost reduction.
9. Equipment repair.
10. Purchasing.
11. Paperwork handling.

HE NORMALLY DELEGATES THESE JOBS

1. Opening mail.
2. Receiving phone calls.
3. Receiving visitors.
4. Running errands.
5. Caring for equipment.
6. Distributing supplies.
7. Housekeeping.
8. Record keeping.

ters. In the assignment of specific duties, or one-time jobs, delegation of sufficient authority and full responsibility should accompany the instructions. Suggestions for specific assignments include:

1. Assign a job to the person best suited to it.
2. Don't always use the same person or the handiest one.
3. Make instructions, requirements, and the authority—clear!
4. Don't make unreasonable demands.
5. Check up periodically.
6. Set a completion date, and follow through.
7. Keep control.

The occasional job, which does not

(Continued on page 179)

Lenkurt Electric's combination purchasing - receiving form has 13 parts and 17 interleaved carbons.

One Form Serves All Purchasing And Receiving Requirements

DAVID STEINBERG, Manager of Purchases & Materials, Lenkurt Electric Co., San Carlos, Calif.

BY COMBINING three different forms—a purchase order, receiving report and a set of departmental records into one set, we now have the certainty of an accurate purchase order and receiving report for every component used in production. Lenkurt is a major supplier of multiplex and microwave radio systems for telephone, telegraph and high-speed data transmission applications. (Multiplex equipment makes it possible to transmit many voice conversations, telegraph messages or high-speed data signals simultaneously at different frequencies over a single communications circuit.) Some of this development and manufacturing is done under government contract. From a small beginning (organized in 1944, with 75 employees by 1947) the company grew to 1600 employees in 1959 when it became a wholly owned subsidiary of General Telephone & Electronics Corp. Lenkurt's consolidated sales were about $30 million in that year.

While our growth was exciting, the system we used to requisition production parts required excessive paperwork and forms handling. Working with representatives of Standard Register Co., we produced the new form in 1960 which simplified our parts requisitioning and receiving system. All the paper necessary to requisition parts, and process them when they are received, is produced at one typing.

This form has established firm and accurate control of an average of 1500 parts orders a month for an inventory of some 8000 items.

All requisition orders are inaugurated

in our purchasing department by a planner who determines the quantity of parts to be ordered to fulfill production requirements. He enters this figure on a traveling requisition card (TR) which is sent to a control desk where it is listed in a purchasing logbook, chronologically. A purchase order number is assigned to the TR and it is then sent to the buyer who places the order, completes the TR showing how order was placed (phone, verbal, written, etc.), quantity and delivery date, price, routing and approved vendor. The completed TR is then sent to the typing department as the source document to produce the purchase order and receiving report.

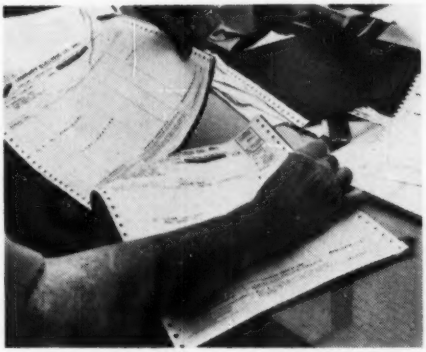
The form consists of 13 pages and 17 carbon tissues. It is marginally punched for continuous feeding on an electric typewriter. When orders for one day are completely typed, they are separated by hand.

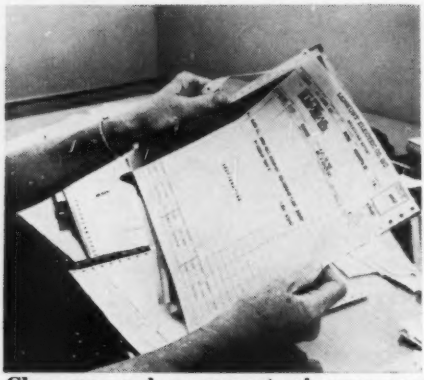
The bottom sheet of the 13-part set is called the numerical copy. This is removed first and sent to the commitment desk where price extensions are made and a record is kept of the amount of money committed each day. The remaining 12 parts go to a follow-up clerk who proofreads the order and gives it to the buyer. The buyer signifies his approval by signing the purchase order, then the set is sent to the clerical section for distribution of the copies.

The purchase order comprises the first four pages of the set: original order, acknowledgment copy, follow-up copy and a data processing copy. The latter is used as the source document for transferring order information to punched cards for machine processing. The four copies are separated, carbon removed, and copies sent on to their respective destinations.

Next, the six-part receiving report is detached. This has two carbons over each copy to insure that pricing information, which is printed in its entirety on the four purchase order pages, is blanked out of the receiving report. These carbons are clear in the areas where pricing information is produced, preventing it from appearing on the receiving reports. Above the clear area,

After all orders for one day are completely typed, the forms are separated by hand.





Clear area carbons prevent prices on purchase order appearing on receiving report.

carbons are full coated. After the clear area carbons are removed by stripping the left margin, the receiving report remains intact as a six-page stapled form with full carbons still in place so that receiving information on the orders may be entered on the topmost sheet and transferred to all five copies beneath. The report is sent to the receiving department to await receipt of the ordered material. The remaining forms which are pasted on the left margins, opposite the staples of the Zipset above them to eliminate bulk, are the requisition information copy and the purchasing copy which are separated and filed.

Top sheet of receiving report is a diazo master to make additional copies required on government contracts.

When the shipment arrives on Lenkurt's loading docks, pertinent information on the order (date, quantity received, etc.) is written on the top copy of the receiving report set. Information on the top page is carbonized to the five copies underneath and purchasing, traffic, account and material control each receive one. The last page of the receiving report is kept on file in the receiving department.

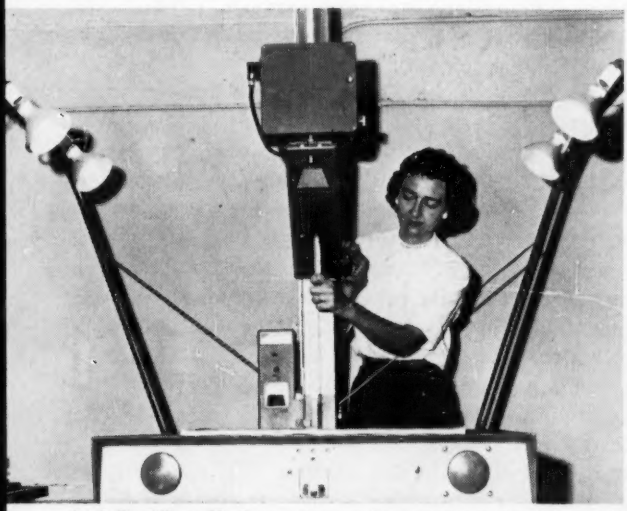
The top copy of the receiving report is a diazo master which comes in handy when we have to reproduce extra copies to meet the requirements of government contracts. In addition, the master is used to turn out additional copies to help us keep an accurate record of split shipments. For instance, the planner may have specified 500,000 nuts to be delivered at the rate of 100,000 nuts a month. Each shipment is recorded on the master as it arrives. Once the master is updated, it can be used to produce new copies of the purchasing, traffic, accounting and material control reports for firm control.

The receiving report facilitates payments because information on each partial shipment is recorded and distributed as material arrives. It aids production control because notification is sent out as soon as an order is completely filled, allowing planners to reorder before needs become critical.

$10,000 in Microfilm Equipment to Save Town $6000 a Year

Clinton G. Martin (left), North Hempstead's town supervisor, shows William H. Ryan Jr., town clerk, three microfilm reels containing all records from the seven bound volumes.

FACED WITH MOUNTING clerical and reproduction costs, dwindling storage facilities, and lags of a week or more in the filing and retrieving of important documents led the town of North Hempstead, N. Y., to investigate the advantages of a microfilm records system. One of three towns and two cities which comprise Nassau County, North Hempstead covers 69.6 square miles and has its headquarters in the community of Manhasset. The task of putting all its records on film started recently and will take some time to complete. Town officials point out that as well as saving on space, the



At left: Microfilming a larger document at the Town Hall of North Hempstead, N. Y. Finished microfilm is inspected (at right) before originals are removed or destroyed.

microfilming is expected to produce a saving on ultimate costs in manpower and bindery. Up to now, all records were kept in large, leather-bound volumes.

"We included in this year's budget the funds for microfilming and we are very pleased at the progress being made," North Hempstead Supervisor Clinton G. Martin says. First to place its records on film is the town clerk's department. Next will be the records of the tax receiver, zoning board of appeals, building and highway departments and the office of the town attorney. Two microfilm cameras installed in the basement of Town Hall are doing the job.

According to Town Clerk William H. Ryan Jr., the microfilming idea developed from a survey of department storage problems and costs of maintaining records under the old system. He explains that the community, dating back to its first settlement in 1643, requires keeping of tons of marriage, birth and death records, along with records of all the town offices. "It was costly and time-consuming to make extra copies of our records, and we were always about a week behind time in processing requests from residents."

Mr. Ryan points out that the cost of his record-keeping administration was constantly increasing and that it cost over $700 per year to keep one year's marriage records. This included space, filing costs and over $100 for binding. "Then we learned that the same amount of material could be condensed on microfilm for about $4 and stored on one small reel. When our studies showed that by an investment of about

$10,000 in equipment, we could expect savings in five years of almost $30,000 —in addition to much more space for filing—we were convinced that microfilm was the solution to all our records problems."

Subsequently the town installed complete microfilm facilities in the lower level including two cameras capable of filming maps, drawings and other large documents relating to the highway, building and maintenance operations, as well as a smaller unit for filming of regular sized items. According to Deputy Town Clerk Raymond C. Crowley, the town will file larger drawings in aperture cards to facilitate filing and retrieval. The Filmac 100 Reader-Printer makes enlarged prints from the film in ten seconds. "This enables us to process requests for copies of birth, marriage and death certificates as fast

After finding the desired record on the automatic Filmac reader-printer (at left), operator presses a button and, within ten seconds, an 8½″ x 11″ print emerges (at right). Additional copies can be made with each press of the button.

as they come in—something that took us at least a week to do when records were transcribed manually," Mr. Ryan explains.

In the past, the town made duplicates of original records by copying the data from a viewing screen and then typing up the desired number of copies. "Errors could be a factor here, not to mention the labor cost of the typing," Mr. Ryan continues. "Now, when a request comes in, an 8″ x 10″ print is made the same day and sent out with no fear of error. These duplicates have been approved for the most part by the State of New York and are considered legal documents."

Future plans call for the installation of a Filmac 200 Reader-Printer which makes 18″ x 24″ copies from microfilm in about ten seconds automatically. "This unit will help our highway and building departments since full-sized copies of engineering drawings and other complicated documents can be made from the aperture cards," Mr. Ryan notes. The Filmac units, made by Minnesota Mining & Mfg. Co., are completely automatic and require no hand processing or complicated printing methods. Film is inserted, image selected and the copy emerges from machine ready for immediate use.

All past records are being filmed on a back-date schedule while all new records are filmed as they come in. "In this manner, we're catching up with the past while keeping all new records current," Mr. Ryan adds. "There's no question about the economy and flexibility of microfilm and it is one practical weapon we have found in combating the paperwork problem in town government."

ANNOUNCING NEW, FAST SET-UP WITH THE SIMPLIFIED PHILLIPSBURG INSERTER MODEL 7200

The **SET-LOK** *eliminates adjusting tools!*

Revolutionizing slow tedious mailing operations by automation was not enough... gathering as many as 8 items, inserting them in envelopes in any order desired, opening and closing flaps, moistening, sealing, printing, counting, stacking, all at the high continuous speed of up to 6,000 envelopes per hour... still was not enough!

Now, PHILLIPSBURG's new SIMPLIFIED INSERTER Model 7200 does so much more, in even less time with less effort... up to 7200 cycles per hour.

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The *extras* you get with Nekoosa Communication Papers assure *extra*-ordinary performance and economy of operation from all of your office machines. And when you select Nekoosa Communication Papers, note the really BIG selection offered by Nekoosa in sizes, colors, weights and finishes. Nekoosa-Edwards Paper Co., Port Edwards, Wisconsin.

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For More Information Circle No. 234

Visual Communications Congress in Los Angeles

THE FIFTH ANNUAL Visual Communications Congress, sponsored by the Society of Reproduction Engineers, American Institute for Design & Drafting, and the American Records Management Assn., will be held at the Biltmore Hotel, Los Angeles, Dec. 2-5. It is expected to attract more than 8000 to the technical sessions and some 100 exhibits of manufacturers which will occupy 75,000 sq. ft.

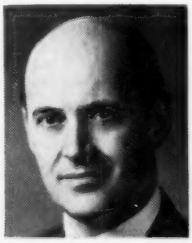
Technical sessions will include a joint meeting of SRE, AIDD and ARMA on Saturday, Dec. 2. The subject of the panel discussion that day will be the programing and progress of miniaturization systems. Panel chairman will be M. P. Myers of North American Aviation, and panel members: D. W. McArthur, Minnesota Mining & Mfg. Co.; James Cloney, Ozalid Div., General Aniline & Film Corp.; Thomas L. Bell Jr., Photostat Corp.; C. Peter McColough, Xerox Corp.

The Society of Reproduction Engineers will present a panel on Monday, Dec. 4 on electrostatic printing systems. Its chairman will be Russell H. DeRosa, Ford Motor Co., and on the panel will be G. T. Gerlach, A. B. Dick Co.; Donald B. Alnutt, Philip A. Hunt Co.; C. S. Margach, Addressograph - Multigraph Corp.; Stuart E. Arnett, Radio Corp. of America; Leonard S. Florsheim Jr., Robertson Photo-Mechanix, Inc.; Albert W. Dunning, Plastic Coating Corp.

American Institute for Design & Drafting's panel on Dec. 4 will be about systems for drawing and designing and chairman will be C. H. Thompson of Oklahoma State University with John Rayfield, Fairchild Stratos Corp., as panel leader. Members of this panel will be Jack Post, Frederick Post Co.; Stanley Pentecost, R. W. Borrowsdale Co.; Dale S. Kuebler, Photo Devices, Inc.; H. O. Frohbach, Chart-Pak, Inc.

Several areas of clerical paperwork will be the subjects of a Dec. 4 panel of American Records Management Assn. Walter H. Lacey, will be chairman. On the panel will be Larry Hardy, Zellerbach Paper Co.; Howard W. Knapp, General Fireproofing Co.; H. E. Moelker, Moore Corp., Ltd.; W. K.

James M. Cloney


C. Peter McColough

Thos. L. Bell Jr.

Donald B. Alnutt

G. T. Gerlach

C. S. Margach

Dale S. Kuebler

Robert A. Munch

L. S. Florsheim Jr.

Wilson, Diebold, Inc.

Each organization will again hold panel sessions on Dec. 5. SRE's subject will be diazo and blueprint systems with William J. Burdick, U. S. Naval Ordnance, as chairman. Speakers will include Robert A. Munch, Charles Bruning Co.; J. E. Dietzgen, Eugene Dietzgen Co.; William Beese, Azon Corp., and executives from Technifax Corp. and Bell & Howell Co.

Drafting for special media will be the

Exhibitors at The Visual Communications Congress

Addressograph-Multigraph Corp.
American Type Founders Co.
Anken Chemical & Film Corp.
Art Metal, Inc.
Azoplate Corp.
Richard Best Pencil Co.
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Bourges Color Corp.
W. A. Brown Mfg. Co.
Charles Bruning Co.
Cardinell Corp.
Chart-Pak, Inc.
Clearprint Paper Co.
Thomas Collators, Inc.
Copease Corp.
Copymation, Inc.
Craftint Mfg. Co.
Davidson Corp.
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A. W. Faber-Castell Pencil Co.
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R. Funk & Co.
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Peerless Photo Products, Inc.
Photo Devices, Inc.
Photorapid Corp.
Photostat Corp.
Plan Hold Corp.
Plastic Coating Corp.
Frederick Post Co.
Procon Pump & Engineering Co.
Quartz Radiation Corp.
Rapid Color, Inc.
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Royal McBee Corp.
Royal Zenith Corp.
Savin Business Machines Corp.
Speed-O-Print Corp.
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J. S. Staedtler, Inc.
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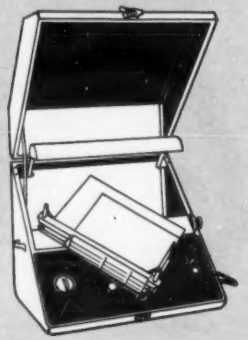
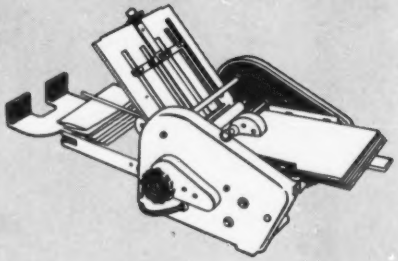
Therm-A-Bind



Auto-Collator

Flex-O-Folder



Automatic Therm-A-Bind Paper Binder

Completely new, fast, inexpensive infrared method of paper binding. Will bind in minutes loose paper from onion skin to card stock into folders and books. Handles paper sizes up to 14" by 14". Saves to 95% on costs, saves filing space. Modern Fairchild Therm-A-Bind is easy to use, efficient and compact.

8-Station, Fully-Automatic Collator

Easy to operate! Foolproof! Fast! Collates and staples. Machine cycles at rate of up to 24,000 sheets per hour or 3,000 eight-sheet sets. Takes little space. Just load, adjust, push button and unload. Automatic sensing device prevents misses and doubles. Handles paper in 8½" by 14", minimum size, 5" by 8".

Fold 'n Staple Flex-O-Fold Paper Folders

Fairchild Flex-O-Fold Folders are the most versatile in the industry. Completely automatic, easy to operate. Folds 4"x4" to 17"x22" sheets at 150 sheets per minute in all popular folds, plus variations of other special folds. Versatile; folds, staples, slits, scores, perforates or cross-folds by adjusting simple attachments.

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For More Information Circle No. 257

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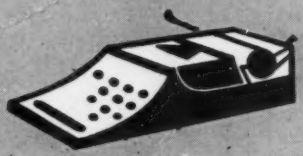
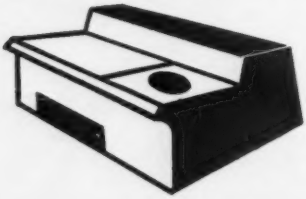


Old Town's multi-purpose ribbons—they're a natural in preparing copy for Offset, Diazo, Photographic or Thermal reproduction. Jet black reproduction...crisp, clear characters every time. Designed for correspondence typing and formulated to satisfy all typing.

for your copying machine use COPYMAKER®



Old Town's Copymaker (Type M) thermal copy paper. Here's a sheet that contains the two outstanding features you've been looking for. Simplicity and economy. It's made for use on your Thermofax machine and reproduces on heavier weight white stock in brown or black characters. Copymaker has longer file life and is unaffected by atmospheric conditions in your office or plant. All this and it costs far less—try it and see for yourself.

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- carbon papers
- inked ribbons
- spirit duplicating machines and supplies
- copying supplies

For More Information Circle No. 239

subject of AIDD's panel on Dec. 5 with N. N. Freling, Phillips Petroleum Co., as chairman, and Thomas H. Tutt, U. S. Air Force, as panel leader. On the panel there will be N. G. Parks, Eastman Kodak Co.; James F. Higgins, Minnesota Mining & Mfg. Co.; Robert E. King, Jonker Business Machines, Inc.; Duane Simpson, Fluor Corp.

J. E. Dietzgen

J. F. Higgins

Alan G. Negus

N. Gorham Parks

The third panel on Dec. 5 will be ARMA's on information retrieval. Jack Morgan, Diebold, Inc., will be chairman. Other panel members will be Allen G. Negus, Naremco Service, Inc.; C. G. McCune, Tab Products Co.; F. L. Hilton Jr., Recordak Corp., plus an executive from International Business Machines Corp.

Complete details of this conference may be secured by writing Visual Communications Congress, 18465 James Couzens Highway, Detroit 35.

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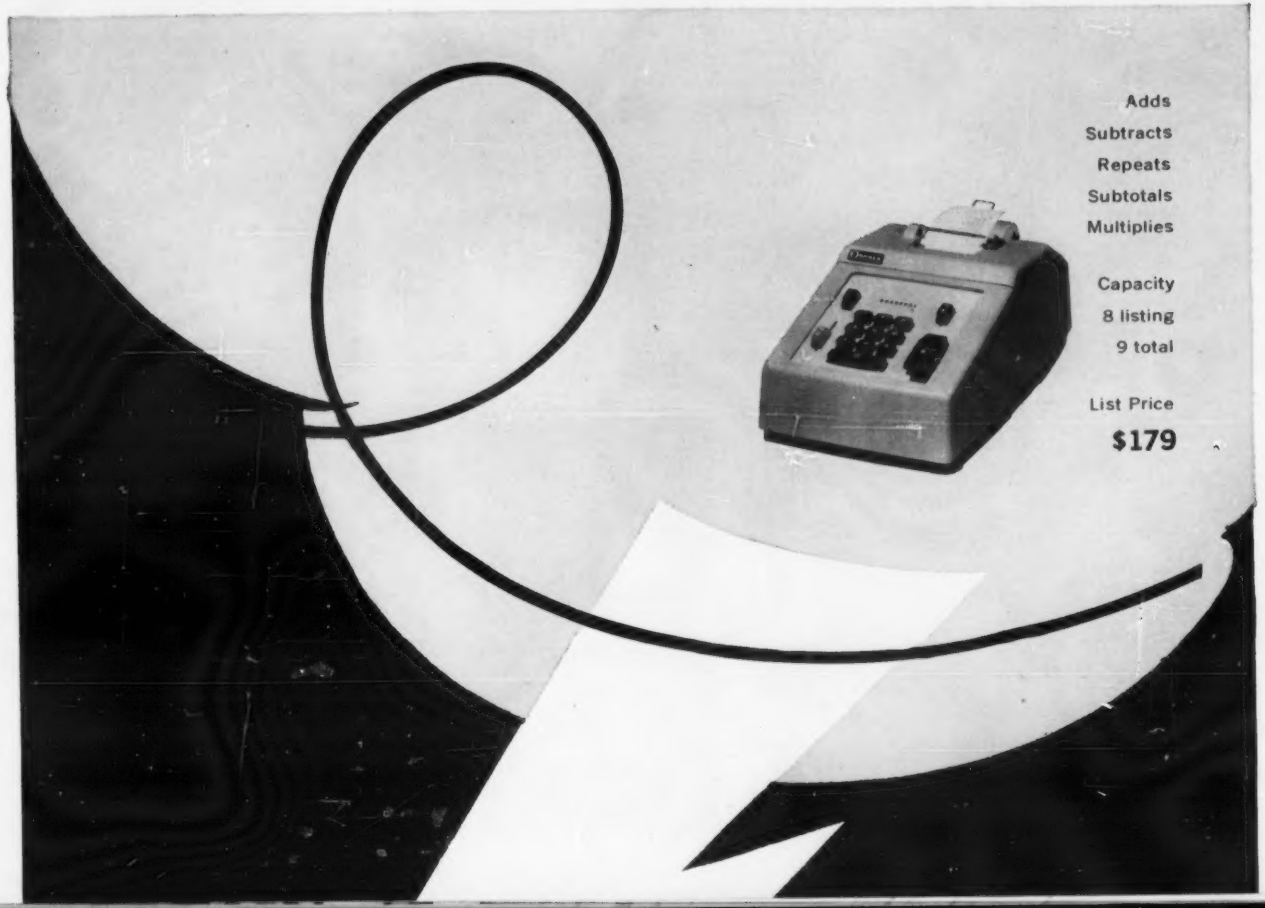
Adds
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8 listing
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New Odhner Compact Electric . . . faster, lighter than you'd ever guess!

Run this 10-key adding machine blindfolded, and you'd swear you had your hands on a full-sized, heavy-weight machine! • So quiet, smooth and vibration-free you'd hardly believe its operating speed is more than 180 revolutions per minute—outstandingly high for a machine in this class • So firm and stable on ample base pads that you couldn't guess how light and easy it was to move from desk to desk, or carry on trips out of the office in its specially designed case. • So precise and responsive to the touch that you'd feel sure the scientifically planned keyboard belonged to a machine selling at easily twice the price.

In short, you'll love the performance of the new Odhner compact . . . See and try it at your dealers today.

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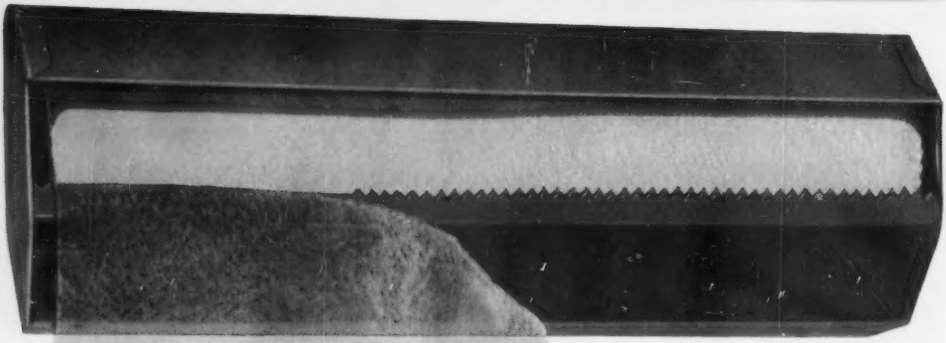
For More Information Circle No. 252



Extra Special Offer! Deal DF-2!

This handy dispenser FREE when you buy twelve rolls of "Scotch" Brand Dusting Fabric No. 550!

"Scotch" Brand Dusting Fabric No. 550 is a devastating way to deal with dust: gets at it in corners; easily picks it up from almost any surface without a trace; leaves no greasy or oily film, and can be reused time after time.

Sturdy, mount-anywhere metal dispenser keeps your "Scotch" Brand Dusting Fabric handy — lets you pull off just the length you need each time, to simplify every dusting and clean-up job. **But hurry — this extra-special offer expires Dec. 31, 1961! Order your Deal DF-2 TODAY!**

Scotch® Brand Dusting Fabric

3M MINNESOTA MINING & MANUFACTURING CO.

...WHERE RESEARCH IS THE KEY TO TOMORROW

Some Hints on Office Printing

RAY MARIEN, Printing & Supplies Purchasing Manager, Olin Mathieson Chemical Corp., New York

1. Rely on 16 lb., No. 4 sulphite bond for most of your printshop output. Narrowing your choice of stock to this one standby will enable you to buy it under contract and enjoy the benefit of lower paper cost through standardization.

2. Establish cut-off points on your duplicator runs. If a job goes beyond, say 10,000 copies, have it done on the outside. You can't really compete with outside printers on longer runs, so don't tie up your equipment unnecessarily.

3. Equip one of your presses with an extra ink roller for use on those jobs where heavier ink coverage is needed. This includes heavy solids and halftones. You'll be surprised at the improvement in printing quality.

4. Keep a log on the number of jobs you do, the quantity of masters you use and the number of run-offs you make from them. Then take your total paper consumption and see what your waste factor is. If it runs in excess of 5% and your work is mostly long run; or if it runs 10% or higher for short-run work, something is wrong. Call in your machine manufacturer's representative and talk things over with him.

5. The same holds true of all your other printing equipment. If you feel it is not performing as expected, get the salesman in and lay your troubles on the line. Some equipment is oversold and some promises made in the

New

FILM-ON®

FOR

TABULATING MACHINES and All Office Machines

An entirely new concept in printing ribbons. Keeps your type clean. Prevents type filling. Produces a fine, dense write.

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Data Processing Machines
High Speed Printers
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Shoe Marking (all widths)
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Typewriter, Adding Machines & Time Stamp
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NEW ERA RIBBON & CARBON COMPANY, INC.

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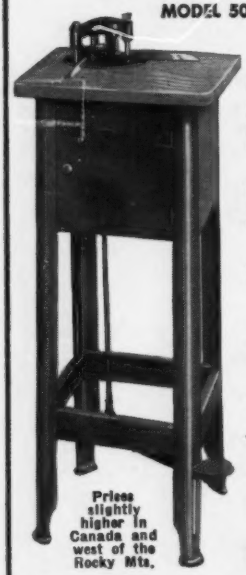
For More Information Circle No. 304

Shear-Action
CORNER ROUNDERS

MODEL 20

$25.00
Prices include one plug-in cutting unit.

MODEL 50 (Foot Operated)



ADVANTAGES:

1. Clean-cut shearing—no chopping.
2. Self-honing knives stay sharp longer.
3. Automatic chip disposal.
4. No bolting of knives to head.
5. Change cutting unit in 3 seconds.
6. No replacement of cutting blocks.

Prices slightly higher in Canada and west of the Rocky Mts.

$78.00

Write us for details.

LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 300

heat of a prospective sale may be impossible to fulfill.

6. Equip one of your offset duplicators with a chromed cylinder to enable running short-run systems masters (fastened at one end only) without dirtying up your machine. Chrome repels ink. Small size, mill run masters are inexpensive. You can produce them from your original master, use them for systems work, then run them off on the chromed cylinder machine without trouble.

7. If you have a careful, competent press operator, try two-sided metal plates for printing two-sided forms. They must be handled carefully to avoid scratching or marring the other side.

8. If you have a two-sided form to run and the run is long enough to merit putting it on an 11″ x 17″ press, try work-and-turn. Lay out your plate so that both the *front* and *back* images are side by side. After you've run half the total job, turn over the pile of printed paper so the blank side is up, and run it through *without* changing the plate. The backs and the fronts will be printed on the same side of the large sheet. When the job is finished and cut apart, you'll have your two-sided forms printed without changing the plate and practically without stopping the press, in *one* continuous run. This can also be done on 8½″ x 11″ images where you have two-up or four-up forms and also equal multiples to print.

9. If you use paper offset mats for your forms printing and the forms change very seldom, why not buy metal plates? They are not very expensive, including negative and, if properly pre-

Choose 11 x 15 or 18 x 26-inch Copycats, both with automatic vacuum pump for sharpness of pressure contact. Automatic vacuum release means no cracked ground glass on light box.

Copycat is designed for speed and economy. Rollers easily removed for cleaning. One-minute developer change. Gevaert plates stack for storage . . . and repeat uses.

NOW... complete plate production in one compact unit!

Copycat

OFFSET PLATE-MAKER

3 Simple Steps • 3 Minutes Time • 39¢ per plate, including negative

Right in your own shop, in ordinary room light, you can produce high-quality Gevaert aluminum offset plates on this new Copycat unit. Just expose . . . develop . . . fix. Whatever the job, simple mass copies or precision color, plate production with Copycat is just three steps, three minutes . . . and 39¢ including negative.

Copycat handles line work, screened half-tones, screened tint blocks and color. You need no dark room, no plumbing . . . no camera, no arc lights. You avoid delays, save messenger fees, save $3 or more over plates bought outside.

This Copycat is a new refinement of a precision line. No other plate-maker has all its features, all its range and capacity. Look at the features . . . Look at the costs . . . then test it yourself. Check it with your material, your duplicator.

Send Coupon . . . or Phone OR 4-5582 in New York

Copycat Corp.

Photocopy Machines — Offset Plate-Makers

GEVAERT Paper & Plates

Copycat Corporation 0-121
200 Park Avenue South, New York 3, N.Y.

☐ Please send details of Copycat plate-maker, and demonstration data.

☐ Please arrange a demonstration for me.

Name_____

Firm_____

Address_____

City_____ State_____

For More Information Circle No. 214

served, will last you a long while.

Printing Bought Outside

1. Before you buy rag content envelopes to match your letterheads, ask yourself, "Who sees the envelope at its destination?" Most probably *not* the recipient of your letter! As a general rule it doesn't get past the boy in the mailroom who runs it through a letter opener and discards the envelope. Use rag content envelopes only for such correspondence you hope will go directly to the addressee unopened.

2. To get the effect of a multicolored letterhead without the cost, use screen tints which tone down the ink color. Better yet, if you want six or seven different colors, use the process color method or transparent inks. These can give you a wide range of colors in almost any hue you wish.

3. In designing letterheads, try to avoid a bleed. This presents problems to your printer, as he will have to order oversize stock for which you'll pay extra.

4. Who should get business cards in your company? This question should be decided only by management edict in a written policy. Your salesmen need them, as do other employees who represent your company in dealings with other firms. After that, the only way is to spell out in clear terms just who should get cards and who shouldn't. The same holds true for personalized stationery. As a general rule, such an item is a fringe benefit for those who have reached top levels of management.

(Continued on page 176)

VOSS the world's finest office typewriter

MODEL M-13
VOSS 13"
BUSINESS-RITER
With Standard Key-set
Tabulator or with 9-key Decimal Tabulator

VOSS Business-Riters give you MORE FEATURES, a LONGER GUARANTEE, and a LOWER PRICE

The Business-Riter, with its extra-wide (13") carriage and host of exclusive features, is a completely new concept in standard office typewriters.

Write for exclusive Dealership or local Distributorship

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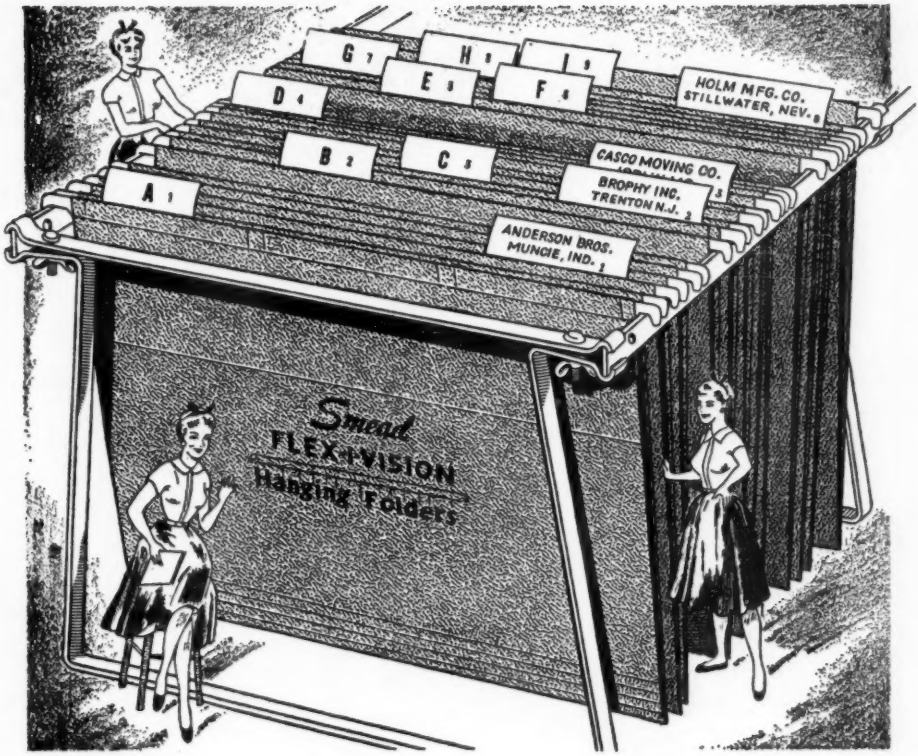
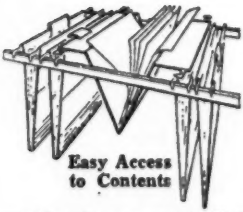
For More Information Circle No. 303



ESPECIALLY RECOMMENDED FOR YOUR PERSONAL FILE —

Smead HANGING FOLDERS



Easy Access to Contents

For *instant accessibility* you just can't beat a desk drawer of hanging folders. Papers and records are at your finger tips at all times—you don't even have to get out of your chair to find them.

We suggest you investigate Smead Flex-I-Vision Hanging Folders. The tab is all metal (for long life)—it has a full inch of index exposure (more than any other tab)—its snap-on principle is the quickest and easiest of any tab.

Then, too, these tabs are unique because you can use them *alone* (without the folder) to index catalogs, swatches, or almost anything else you want to file in your desk drawer.

Ask your Smead *office supply dealer* to show you a set of Flex-I-Vision Folders and Tabs—or fill in the coupon ⟶ and we'll send you literature which will show and tell you all about "the tab that tops them all."

SMEAD MANUFACTURING CO.
HASTINGS, MINNESOTA

Please send us literature on Flex-I-Vision, Tabs and Folders.

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Address_____

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Attention of_____

Smead MANUFACTURING CO.
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CHICAGO LOGAN, OHIO LOS ANGELES

For More Information Circle No. 209

born... with a 69 year reputation for achieving savings

In the professional printing field . . . where quality reproduction and economies are daily musts . . . ATF has achieved a position of unsurpassed leadership. Now, ATF fuses this quality reputation and experience with today's needs in office duplicating. The result: a line of offset duplicators that deliver flawless performance, amazing versatility and substantial savings. Before you make any buying decision, compare with ATF. Write American Type Founders, 200 Elmora Avenue, Elizabeth, N. J.

ATF

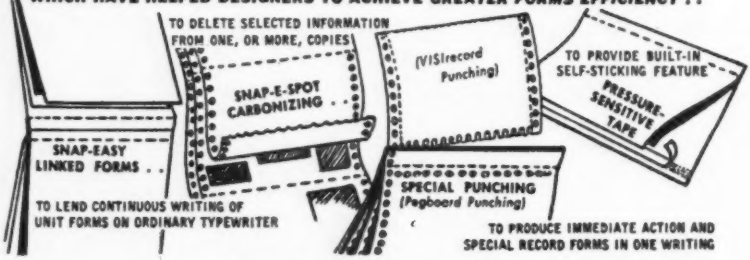
for more information circle no. 101

Go Ahead, Mr. Forms Designer!

. . . Design your carbon-interleaved forms so they do the job you want them to do! Select, if you must, offstandard sizes, unusual constructions. Work in, if you wish, duplicating masters, spot carbons, NCR Paper and other special features which can lend flexibility to your formswriting, help to reduce your costs, raise your system's efficiency. Go ahead, *because* —

. . . Gavrin Business Forms manufactures Tab-Easy® and Snap-Easy® Forms in virtually all sizes . . . in most any construction . . . and with so many special features, a listing of them would run long as your arm! . . . So you needn't hesitate to use the offbeat form, the unusual construction, the special feature that can improve your system. GBF can, almost surely, produce *the form you devise . . . to the specifications you want* . . . . . .

HERE ARE SOME OF THE OFFBEAT TAB-EASY AND SNAP-EASY CONSTRUCTIONS WHICH HAVE HELPED DESIGNERS TO ACHIEVE GREATER FORMS EFFICIENCY . .



• *To get more details* about the many time and cost-saving forms constructions and special features available from GBF, contact a Gavrin Dealer-Representative. Backed by Gavrin's complete line, he'll give you unbiased, professional counseling in helping you to arrive at designs and constructions to fit your requirements. *Write for the name of the dealer nearest you.*

*Gavrin Business Forms COMPANY

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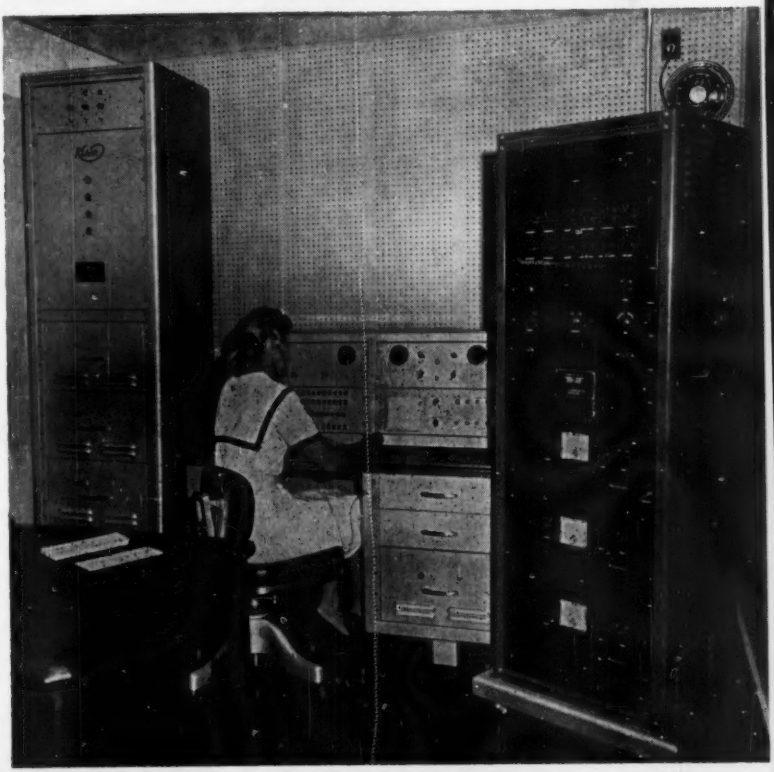
**(formerly Arthur J. Gavrin Press, Inc.)*

For More Information Circle No. 207

AUTOMATIC SYSTEMS



Equipment rack (at left) and control desk of the Klair data reporting system at American - Standard Industrial Div., Detroit. Rack at the right contains central equipment for the plant's paging system. (See page 106.)

Current trends in office automation including data processing.

A Tab Card Computer Memory

RAYMOND DREYFACK, Director of Tabulating Systems, Faberge, Inc., Ridgefield, N. J.

HERE'S A CONCEPT that could save you a lot of headaches and your company a lot of money, if you are considering a ram or magnetic tape file for your card operated computer.

Assuming that your master files—the data that is slated to comprise most of your ram or tape memory—are not too large, why not consider abandoning the computer memory idea (ram or tape) in favor of a more conventional, but more economical processing method?

Because of greatly increased card input speeds this is now possible in many types of operations, a possibility easily overlooked by EDP and systems people. A billing application using the IBM 1401 card reader-punch will serve as a good example to illustrate this approach.

Under the ram concept the item master file would be loaded onto magnetic disks. Then, as each item is processed preparatory to the billing operation, the item record would be transferred from the disk memory to the working memory of the computer. (It should be noted here that disk transfer of information is the machine's slowest function.)

In the working memory of the computer stock status would be tested to determine availability of quantity ordered in the detail input card. Assuming availability was okay, the item would be processed and the master record updated to reflect the new input information—again the slow disk "seek" operation.

Under the newly proposed concept, an item master file of tab cards would be substituted for the master ram file. The cards would pass through the read side of the high speed reader-punch at the rate of 800 per minute, so that a moderate sized file would be read in short order. Even with a high frequency of unmatched masters (items without current activity), it would be economical to forego a preliminary collator run match-merging only active items.

In advance of this pre-billing pass the input detail cards would be conventionally sorted into item sequence and merged behind the file of item master cards. The merged file would then be fed into the read side of the 1401 reader-punch with blank cards loaded in the punch side.

This preliminary run would compare stock availability as reflected in the master card—which is also a balance forward stock status card—against the ordered quantities punched in the details. It would "approve" all details covered by sufficient stock on hand, and would identify others that are slated for back order.

During this pass, item description, price, plus the results of crossfooting and price extension developed by the computer, would be punched into new detail cards developed on the punch

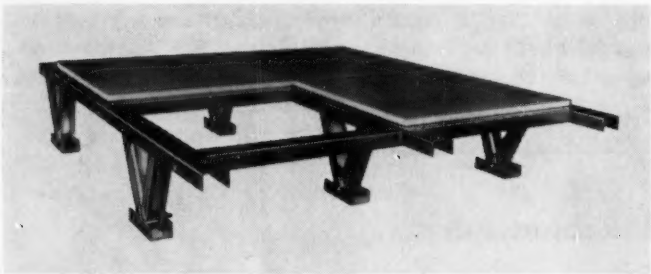
side of the machine. At the same time an updated item master card would be created for each item group.

With pass number one completed the second phase would be to sort together customer master cards and billing details in preparation for the second pass which would develop the desired invoice and customer summary card.

This method—volumes and master file sizes permitting — while somewhat less sophisticated than the use of external memory concepts, could be much more economical, much easier and faster to program, would require less internal (processing) memory, and would provide an automatic audit trail that would make your accounting department people smile with satisfaction.

If desired, a special optional feature on the IBM 1401 reader-punch permits card reading to be done on the punch side of the machine. In this way it becomes possible to punch price and descriptive information from the master cards into the detail cards originally fed in, thus cutting down on card usage.

With this approach a trailer card would have to be precollated behind each group in order to create the required balance forward item master card. Here it is a question of comparing the cost of extra card usage in the first instance against the cost of the special device, the reading time differential, and the added collating required in the latter instance.



Flooring for Computers

ELEVATED FLOORING for electronic computer installations, or wherever extensive cabling and wiring systems require under-the-floor space and immediate accessibility, is manufactured by Strato-Floor, Inc., Cleveland. Modular 24″ x 24″ panels are made of plastic molded around cross-laminated plywood and claimed to be indentation-proof and wear-resistant. Strato-Floor sub-structure is a grid support system engineered for strength and rigidity without excessive bulk or weight. Steel stringers are firmly bolted to an adjustable jack. Deflection is claimed to be minimized under even the heaviest loads. The floor is designed to support a live load of 250 lbs. per sq. ft. and a point load of 1000 lbs. Two points of the triangle utilized in the design of the Strato-Tri-Jack give greater support to the stringer, according to the manufacturer. **For More Information Circle No. 229.**

Data Collection Systems

IT IS REPORTED that users of Klair Data Collection Systems are achieving complete recovery of investment in four to eight months. One such report shows a payroll reduction of $35,886 within the first 30 days' operation of equipment costing $19,626, and indication that additional intangible savings would make for an annual total of over $50,000 saved. Klair audio systems, produced by K-L-A Laboratories, Inc., Detroit, are used in factories to allow the workers themselves to report their time and production progress via reporting stations strategically located throughout the production area. Workers' reports are automatically recorded on tape recorders located in or near the office. While the system will operate unattended, it is more usual that a clerical worker attends it during the day (either full or part-time) and the console operates unattended during night shifts.

Console operator transcribes workers' shop data in whatever manner management desires for timekeeping, labor distribution, production control and scheduling, efficiency and operation reports. There is no limit to the kinds of data that can be reported from remote factory stations to the clerical center. They may be accident reports to Safety Dept., print errors to Engineering Dept., complaints to Personnel Dept., shortage reports to Purchasing Dept. Console operator can be called and can converse with anyone at a station in the plant. These stations can be relocated as desired because connecting cables plug into rear of units. An alarm signals any failure of an unattended system and user's own personnel can handle complete maintenance. For literature describing this equipment, **Circle No. 102.**

High Speed Machine Forms

DESIGNED, constructed and styled to meet the tolerances and requirements of high-speed printers, Standard Register Co., Dayton, Ohio, has developed Machine Mated forms after a series of operating tests covering all conceivable applications on every make of high-speed printer with the knowledge and cooperation of the machine manufacturers. The result is a series of forms specifications for the selection of form design and construction particularly suited to the job and the machine in use to assure trouble-free operation. These specifications can be applied to both stock and custom-made forms and cover machine specifications, vertical rule placement, types of fastening recommended; number of plies, weights and qualities of paper; carbon formula and other items, so that the best forms construction for a specific job on a specific machine can be determined, without guesswork or lengthy testing for almost every probable combination. **For More Information Circle No. 104.**

EJC Conference in Washington

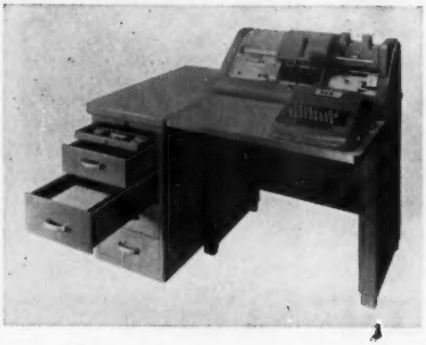
A TECHNICAL PROGRAM and turnout of exhibitors unparalleled in previous joint computer conferences are expected at the 1961 Eastern Joint Computer Conference in the Sheraton Park Hotel, Washington, D. C., Dec. 12-14. Dause L. Bibby, president, Remington Rand Div., Sperry Rand Corp., will make the keynote address, "Computers—Key to Total Systems Control." General chairman of the conference is Dr. Jack Moshman, vice president, C-E-I-R, Inc.

A 17-year-old high school student will present one of the 29 papers chosen from a field of 242 submissions. David Malin, who attends Walter Johnson High School, Rockville, Md., will discuss "Contrans" (Conceptual Thought Random-Net Simulation). Other subjects will be "Project Mercury Real-Time Computational and Data-Flow System," a paper in four parts presented by a seven-man team from IBM's Federal Systems Div.; "The Saturn Automatic Checkout System," contributed by Packard Bell Computer Corp.; "Abstract Shape Recognition by Machine," National Bureau of Standards, Washington, D. C.; and "Digital to Voice Conversion," as developed by the Military Electronics Div. of Motorola, Inc.

Twenty full-frame computer manufacturers will be among the 83 exhibiting firms, many of whom will maintain their displays through Dec. 15, when the Bureau of the Budget will stage a data processing orientation session on the premises. This is the first EJCC sponsored by the American Federation of Information Processing Societies. The Proceedings will be published in book format and distributed without extra charge to professional delegates paying the $8-$10 registration fee. Students, who may register for $2, will receive a copy for an additional $1. Field trips are being arranged to Army Map Service, David Taylor Model Basin, NASA - Goddard Space Flight Center, Census Bureau and Farrington Electronics, Inc.

A New Key Punch Desk

A KEY PUNCH DESK which provides extra worktop surface and drawer space for work, working tools and supplies, all at operator's fingertips, has been added to the growing line of timesaving automation accessories of Shaw-Walker, Muskegon, Mich. A wide selection of drawer combinations is available to fill every need. **For More Information Circle No. 105.**

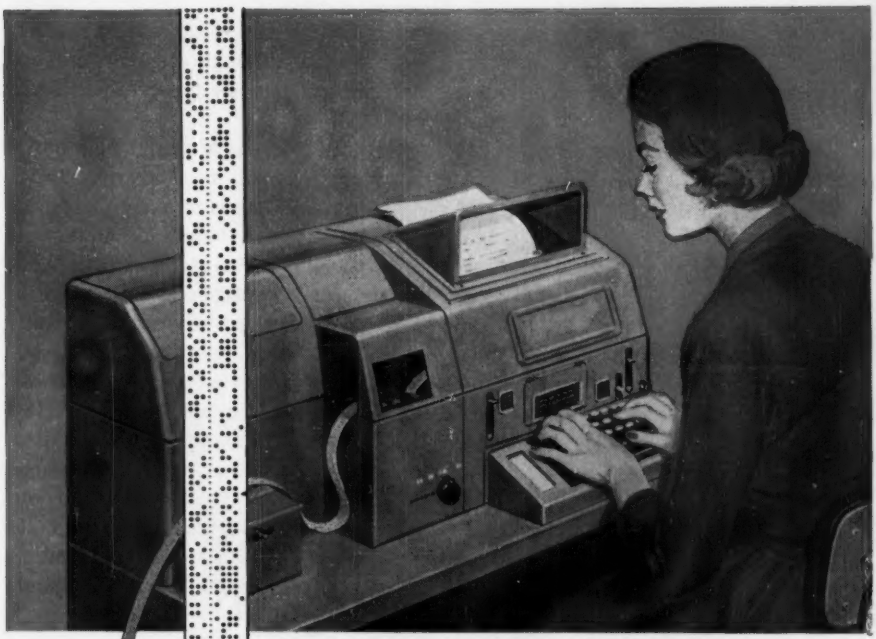


For Continuity Of Business After Atomic Attack

PROTECTION of company records is the most common action taken to insure continuity of operation in case of nuclear war or any catastrophe, according to a survey of 205 manufacturing firms by the National Industrial Conference Board. Many companies also have made provisions to assure continuity of management. While most have routine safety and civil defense plans, and in many cases have approved shelter areas on company premises, an overwhelming majority reported they do not have facilities or plans to protect employees. Only 5% have built fallout shelters and less than 5% are considering such construction. Some are awaiting more specific directions from the federal government.

Since the board of directors is com-

OFFICE ODEON



IF YOUR DATA PROCESSING ISN'T ALL THAT IT SHOULD BE—

. . . before you question the efficiency of your machine or operator, try Perfection Tapes and note the improvement. The consistent quality of Perfection Tapes is no accident—every lot of paper is tested to rigid specifications.

Perfection Tapes perforate cleanly and sharply to give undistorted readings. Close laboratory controls assure maximum reruns and folds.

If you need a unique tape, the Perfection Research Department may have the very grade for you. Programming Tapes for mechanical, capacitance and photo electric readers, which can be run thousands of times, are readily available.

Perforator and Computer Tapes • Single Copy Printer Papers
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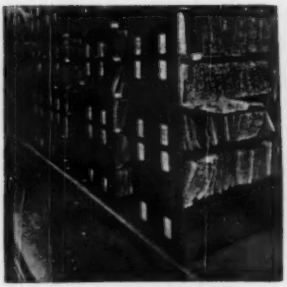
For More Information Circle No. 389

monly regarded as the key group that would begin restoration of the company in an emergency, many have provided that the board will be able to function in the absence of a quorum. The by-laws of many companies provide for restoration of the board under dire circumstances. Some provide for establishment of emergency management committees. Several have prepared lists which define the chain of management succession during emergencies. A number have sought primarily to assure replacement of the chief executive, but others provide for automatic succession in several key managerial posts.

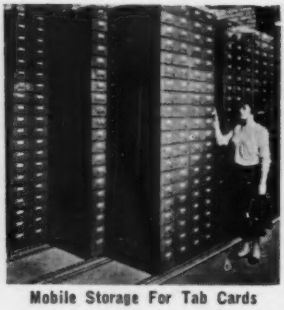
About 40% store their vital records away from headquarters. Some give important records to commercial storage concerns for safekeeping in underground vaults or place them in the vaults of small-town banks. Records are usually microfilmed, although originals, carbons and photocopies are preserved in some cases.

Several firms have designated outlying company locations as alternate headquarters should disaster make their present headquarters unusable, and some have built special installations to serve as emergency control centers. One company tests the effectiveness of its records storage program periodically by conducting business with the records available at its alternate headquarters. A few large firms have elaborate disaster programs. Some have emergency teams with wardens to direct evacuation and rescue, fire-fighters, medical and first aid squads, emergency communications units, and radiological detection squads to measure fallout.

DOLIN STRETCHES SPACE *AND BUDGETS*



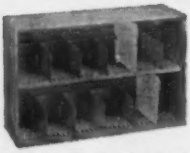
Mobile Storage For Records



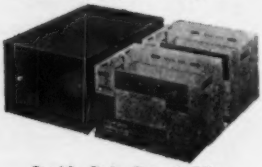
Mobile Storage For Tab Cards

Mobile Storage For Supplies

DOLIN — the most complete specialized line of budget stretching record storage equipment for every business need and the unique "wall stretching" DOLIN MOBILE STORAGE SYSTEM — the combination proven to be THE answer to storage and space problems in offices and factories throughout the country.



Build-Up Shelf Files-4 Sizes



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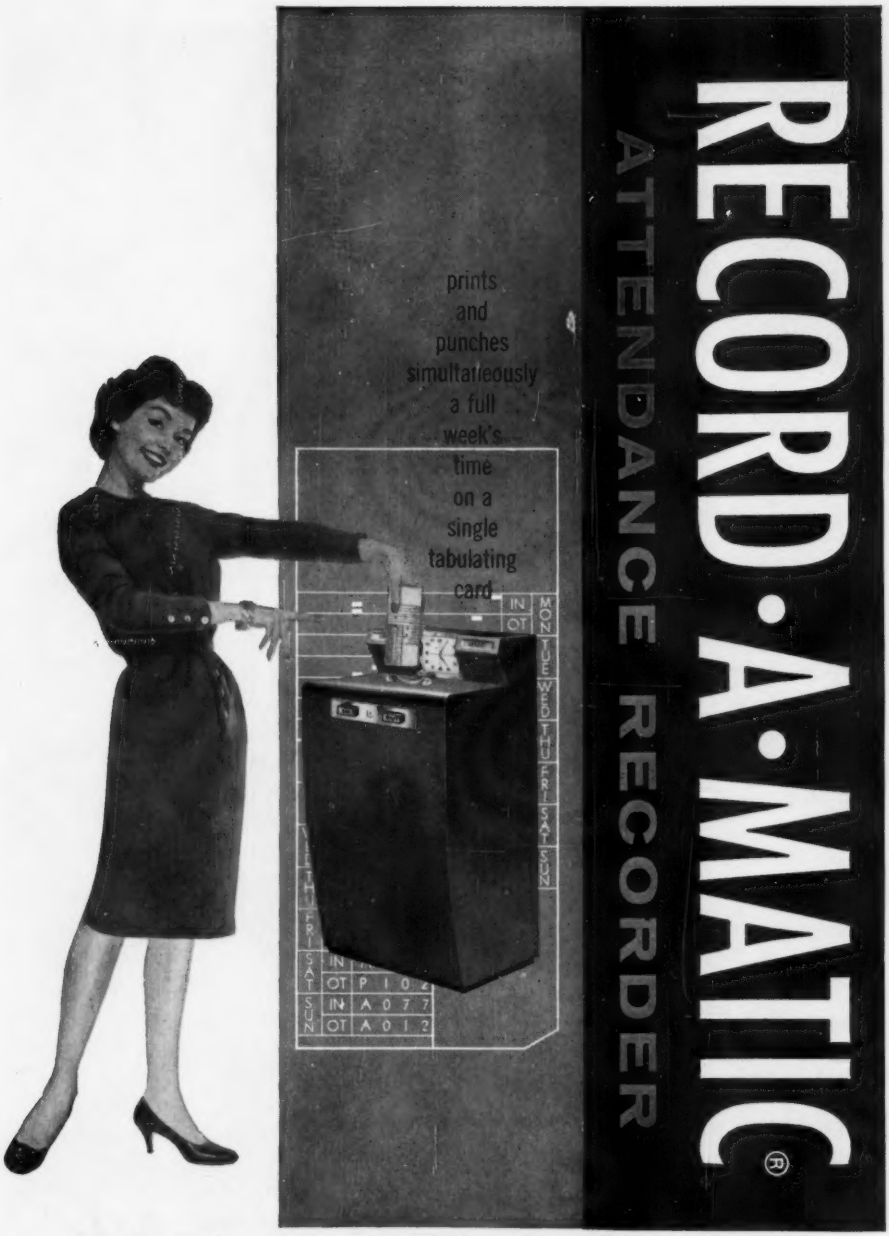
DEPT. MSOF, 315-17 LEXINGTON AVE. BROOKLYN 16, N. Y.

For More Information Circle No. 263



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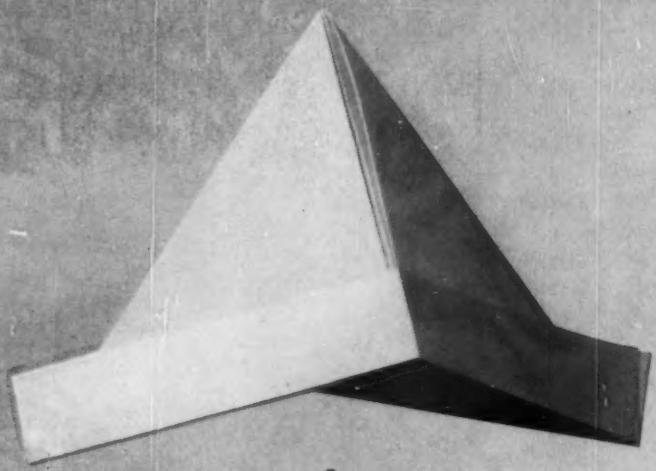

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BETTER PAPERS

For More Information Circle No. 393

RIGHT or WRONG in Employee Relations

A ROUND-UP of day to day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Must Plant Workers Get All That Office Workers Get?

What Happened:

There was a rest period in the morning and one in the afternoon when workers could buy snacks from vending machines, but the privilege got out of hand. All day long employees walked from vending machines to their workplaces. If they couldn't get away, they asked others to purchase victuals and distribute them in the work area. The company warned workers that the practice must stop as it was interfering with production. There was no improvement, so management laid down a rule: "Vending machines can only be used during coffee breaks." Still the rule was disobeyed. Finally the company locked all vending machines in production areas except during rest periods. Plant workers complained:

1. You allowed us to use vending machines during working hours for 18 years. This has become a working condition. You can't break the precedent.

2. Vending machines haven't been restricted in the office. Engineers, office girls and executives can still use them any time. Why discriminate against us?

The company wasn't moved by the protest. It replied:

1. If a rule is being abused we have a right to change it to improve the situation. There's nothing that says vending machines will work an eight-hour day.

2. We can set up a double standard if we like. We can have one set of policies for office people and another for production workers.

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR JOHN DAY LARKIN RULED: "Regardless of past practice, the company has not agreed in writing to permit workers free and unrestricted use of vending machines. If the company feels the use of vending

machines is being abused and interfering with production, it may take steps to correct the situation. It may be true that withdrawal of an 18-year-old privilege may disrupt the morale of those against whom the action is taken; but management may take that risk if it chooses. The company is not obligated to apply the same rules to all classes of its personnel."

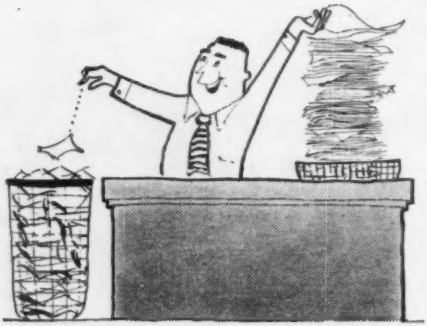
Can You Discharge an Employee for an Expensive Error?

What Happened:

Janson was a problem employee. He didn't get along with his supervisor who described him as "belligerent and insubordinate." Things got to the point where the supervisor fired the man. The employee filed a grievance. His case came to arbitration. Janson won—and was reinstated without back pay.

After he returned to his job, his relations with management did not seem to improve. One day he made an error that cost the company considerable money. He was fired for "defective work, incompetence and gross negligence." He complained:

"The company is out to get me." "Ever since they lost the arbitration I have been a marked man. I was supervised so closely I could feel the supervisor's breath on my neck. I did make the mistake and it cost the company money, but I'm human and I'm entitled to my mistakes. Belligerent? Sure, when the supervisor came over and said I was fired for an honest mistake, I talked up. Who wouldn't?"



The company filed the following statement with the arbitrator: "The discharge of Janson was the culmination of a long list of major infractions. He had demonstrated carelessness in the performance of his duties, had failed to follow instructions and had built up a record of defective work. As these things were called to his attention, his attitude was hostile and no improvement was ever apparent."

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR HARRY J. Dworkin ruled: "The arbitrator cannot conclude that the discharge was justified. It is clear that the decision of management resulted not only from negligence, but was supported by an accumulation of annoyances due to the grievant's general uncooperative attitude—and including the results of the prior arbitration. The company was 'unhappy' with this employee, to say the least, and the relationship deteriorated to the point where management responded with a measure of severity which was not consistent with past practice. Evidence established that the company rarely discharged an employee for faulty work. The proper remedy would be that the grievant be declared dis-

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"The results of our study show that our NCR Accounting System saves us $8,300 a year. This is an annual return of 52% on our investment!"

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For More Information Circle No. 395

qualified from his job by reason of his demonstrated inability to perform the duties, be reinstated to another job on which an opening may arise, and for which he may be qualified by reason of his seniority and ability."

Must a Worker Spend His Money Where He Earns It?

What Happened:

One morning Bill Ronner drove his new Rambler into the company parking lot. Nothing wrong with that except that Bill worked for a Ford dealer. Later the boss happened by. "Whose car is that?" he asked. When he found out, he called Ronner and there was a long talk about loyalty and disloyalty. Finally he decided to let the employee go. The case came to arbitration in about a week. By that time Ronner had another job, but he wanted the week's pay he lost while he was looking around. The boss took the stand at the hearing and was quoted:

"We are in business to sell automobiles. When one of our own employees buys a rival make, it is pretty hard for us to explain to a customer why he, too, shouldn't buy some other make instead of ours. Ronner was disloyal. I think he should have discussed it before he made the purchase."

Ronner summed up his argument: "I believe there is a principle involved here. An American's heritage is the right to buy what he wants—when he wants it. I never made any disparaging remarks about the Ford."

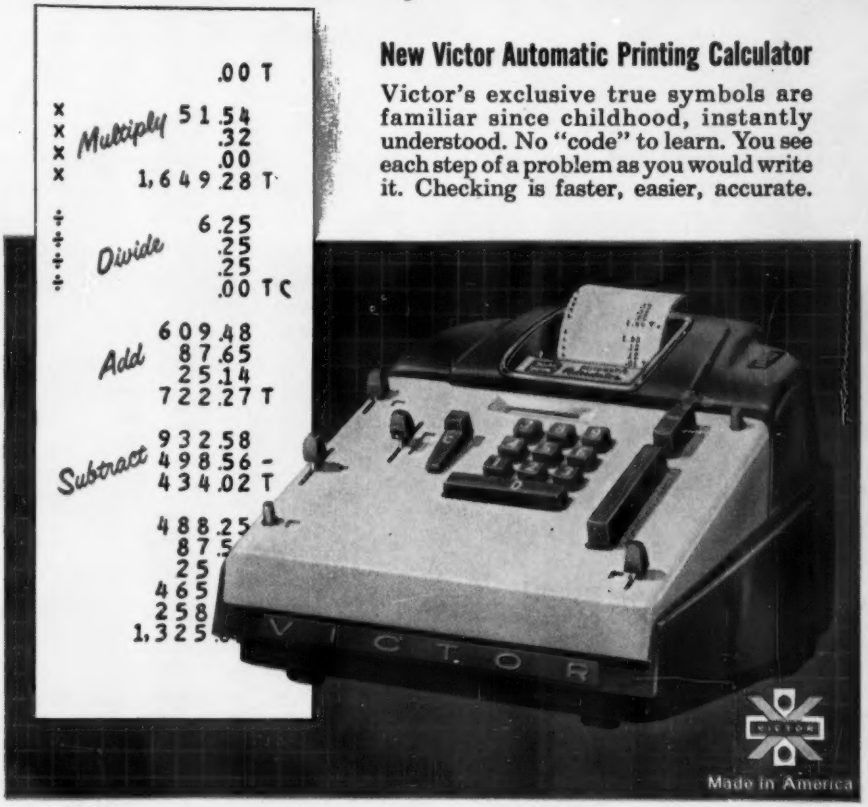
The arbitrator queried Ronner: "What made you decide not to buy a Ford—or weren't you interested in your employer's product?"

"I was very much interested, but my wife wanted a Rambler."

Was the Company:
RIGHT ☐ WRONG ☐

WHAT ARBITRATOR PEMBROKE GOCHNAUER RULED: "This employer is a successful businessman. No doubt he acquired, over the years, a sincere belief in the supremacy of his products. It is not unnatural for him to expect his employees to share his views. Perhaps it is desirable for a salesman to like the product he sells in order to be successful, but this is not essential for all employees. So long as their work is satisfactory and they do not disparage their employer's product in such a way as to harm their employer's business, their personal feelings about his product is their own affair. An employee is not required to spend his money where he earns it. Bill Ronner is to be paid for the time he lost."

Easiest calculator tape in the world to read



New Victor Automatic Printing Calculator

Victor's exclusive true symbols are familiar since childhood, instantly understood. No "code" to learn. You see each step of a problem as you would write it. Checking is faster, easier, accurate.

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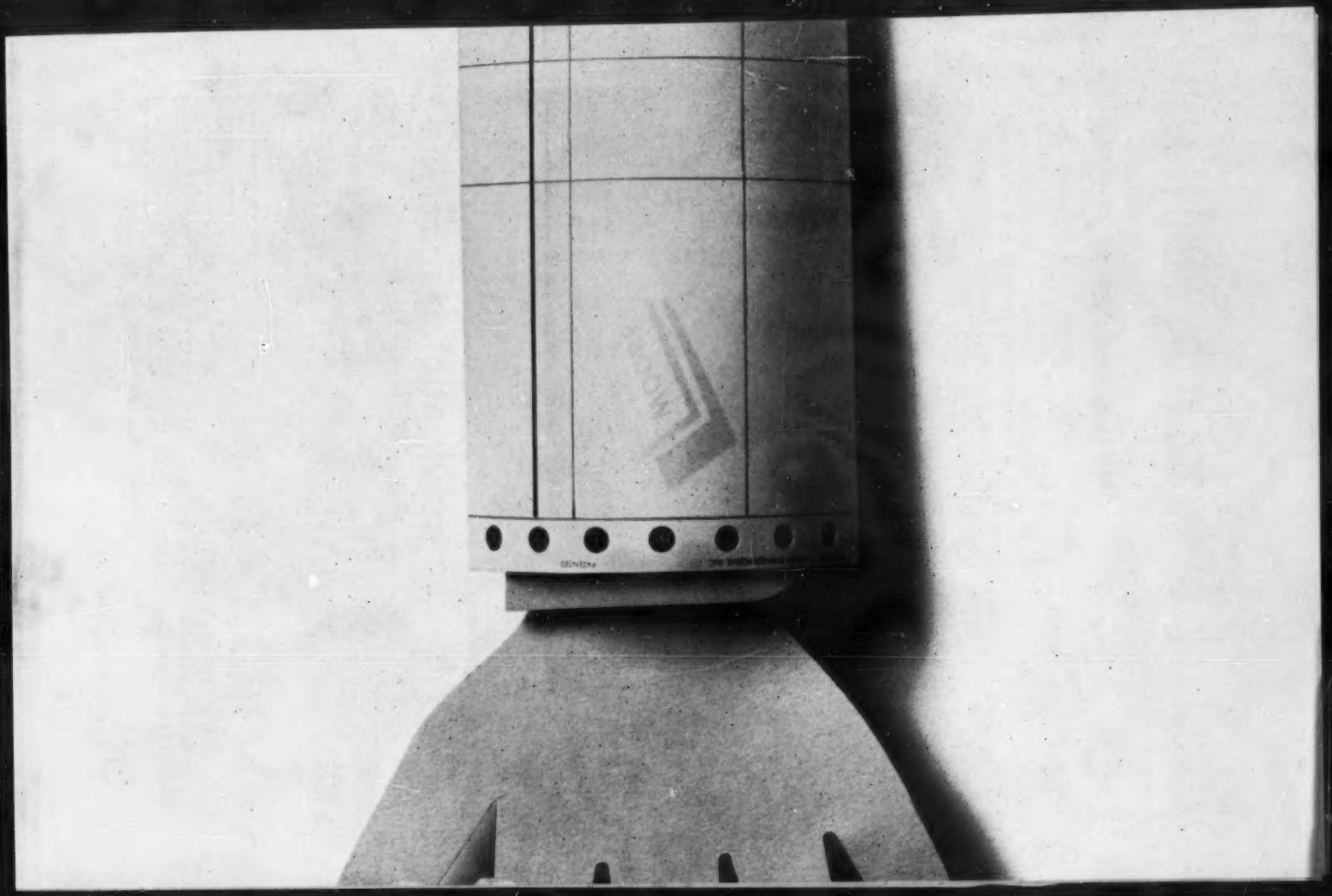
For More Information Circle No. 384



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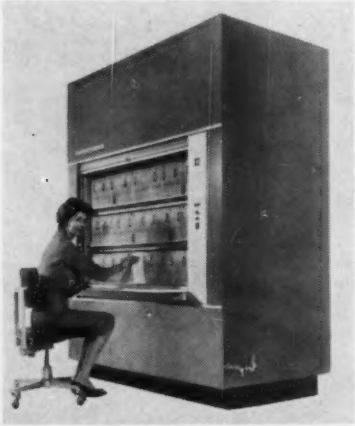
For More Information Circle No. 254

New Products

ELECTRIC FILE

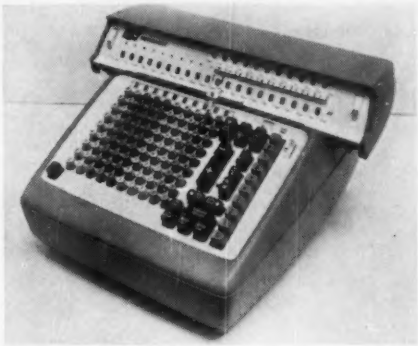
Remington Rand Systems Div., Sperry Rand Corp., 122 East 42nd St., New York 17, N. Y.; announces the Lektrafile Automated Filing Cabinet which brings any record to reference level within 7½ seconds. A simple push-button panel controls all operations. Carriers move by shortest route, up or down, to reference position



and stop automatically. Photoelectric microswitches provide operator safety: two beams of light traverse the length of access area to automatically protect operator while carriers are in motion and prevent accidental starts. Conveyor system is fast-cycling, low-friction and motor-driven with movement controlled for smooth, vibrationless operation. Because access to records is automatic, more vertical space may be utilized for storage. Movable posting board lowers from counter to desk height for operator convenience. Units may be placed end-to-end or back-to-back. Lektrafile operates on 115-volt, 60 cycle AC with rectifier supplying 95 volt DC to compound wound electrically reversible ¾ hp worm gear motor. **For More Information Circle No. 112.**

CALCULATOR

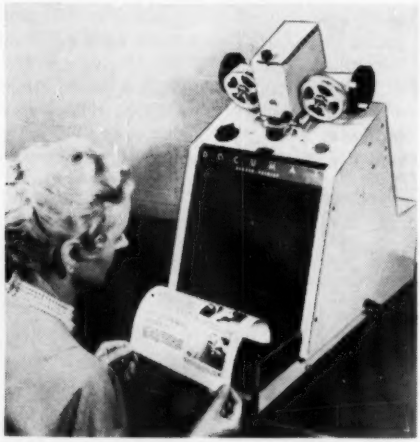
Smith-Corona Marchant, Inc., 410 Park Ave., New York 22, N. Y., announces the CMF Figuremaster fully automatic rotary calculator with ten-column figure capacity. It operates at 1300 revolutions per minute and has three dial, straight line proof which permits step-by-step checking of all factors to insure operator accuracy. The machine also has a special division feature for computing percentage of decrease; automatic decimals; and rounds off fractions to one cent if equal to ½ cent or



higher. Keyboard can be mastered easily by practically anyone in the office. Keytops are slimmer than on previous models, with additional space between keys to increase operator efficiency. Keys can be depressed with comparatively light pressure and activation is practically noiseless. Only one key can be depressed at a time to prevent errors. Available in glareproof sierra tan and cream color combination. Sells for $925. **For More Information Circle No. 148.**

MICROFILM READER-PRINTER

Documat, Inc., 75 East 55th St., New York 22, N. Y., announces the Mark II Reader-Printer which automatically makes easy-to-read prints from microfilm by the stabilization process, and at the same time serves as a desk-top microfilm reader. It completes prints within 25 seconds after operator locates the desired image on the reader screen and pushes the print button.



The machine trims the paper neatly and centers the image on an 8½″ x 11″ sheet. A choice of five interchangeable lenses is available, ranging from 10.5x to 33.8x. The Mark II will accept 16 or 35mm film in rolls, jackets or aperture cards. Copies may be made with either a dull finish for document work, or semigloss for reproducing photographs. Can be used in any light. No darkroom or special conditions are required for reading or printing. **For More Information Circle No. 151.**

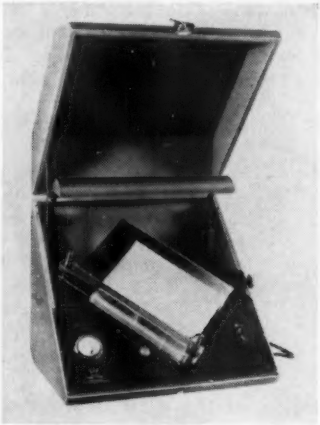
TELEPHONE DICTATION

Dictaphone Corp., 730 Third Ave., New York 17, N. Y., announces a telephone dictation system which offers touch-button, complete playback capability. The Telecord Model RDB-6 is designed for network dictation so everyone in an organization can have machine dictation at his disposal. Telecord installations achieve economy because they provide instant desk-side electronic dictation facilities, and secretaries can transcribe dictation from plastic Dictabelts without any interruptions. With its unlimited playback, Telecord enables listening to dictation in its entirety to make

changes or refresh one's memory. One need not, however, listen to entire playback because automatic return to furthest "dictate" position is accomplished by pressing a button. **For More Information Circle No. 119.**

BINDING MACHINE

Fairchild Business Machines Div., Fairchild Camera & Instrument Corp., 20110 Detroit Road, Cleveland 16, Ohio, introduces the portable Fairchild Therm-A-

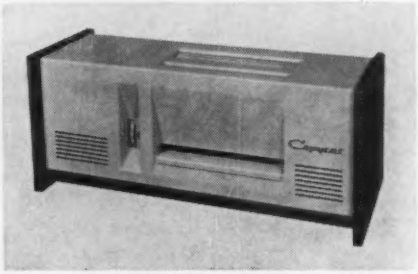


Bind Model 3701 which will bind in minutes any combination of paper materials up to 14″ x 14″ and weights from onionskin to card stock. Folders and books bound with Therm-A-Bind open flat and are readable to the innermost margin. Operation of unit does not require pre-

vious experience. Automatic vibrator positions material and an automatic timer controls the infrared binding action, preventing overheating and spoilage. Up to 30 folders with 25-30 pages can be bound in one operation for only a fraction of a cent. Adhesive used is sensitive to the infrared heat rays and forms a permanent bond. Simple color coding of a folder for date, location and content is possible with special adhesive binding in six colors and white. Therm-A-Bind can be used for office and bookkeeping records, statements, invoices, client files and histories, cancelled checks and bank records, sales brochures, price books and library binding. Photocopying of any page over its full size is possible without removing it from the folder or book. Designed for regular 110-volt outlets, it is easy to clean and store. Sells for about $425. **For More Information Circle No. 158.**

PHOTOCOPIER

Copycat Corp., 200 Park Ave., S., New York 3, N. Y., announces a photocopying machine which makes copies twice as fast. Copycat Spray I is a simple, clean machine which can be operated by anyone without training. It takes only 12 seconds to produce a quality copy,



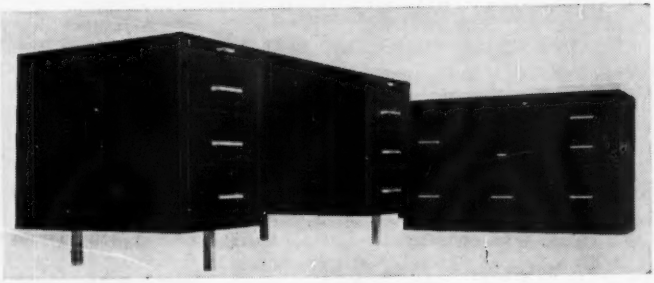
regardless of the color of original document. One negative will make up to five copies, resulting in savings in paper costs. No cleaning is necessary, as machine cleans itself. Developer can be changed in a moment by simply replacing a plastic bottle; no pouring or mixing is necessary. It is precision built, and decorator-designed with simple, modern lines to fit any decor. Can be used on a desk or wall mounted. **For More Information Circle No. 156.**

ACCOUNTING MACHINES

Burroughs Corp., Detroit 32, Mich., announces the F6000 series of numeric accounting machines which replace some 15 Sensimatic models (F100 through F700). Prices have been reduced as much as 10% on deluxe models. Top price is $6740 compared to a $6985 maximum in the former Sensimatic line. Basic models in the new series are priced from $2580. Some standard models in the new series reflect price increases averaging about 5%. The price structure for F6000 machines narrows the

cost range between standard and deluxe models. Price reductions affect machine models with keyboard register selection which enables operator to control selection of data storage locations simply by indexing through the keyboard. The F6000 machines have revamped color combinations, newly designed keytops and cases 2¼" wider and 3½" deeper than older models. The machines are designed for general business applications such as inventory control, payroll, accounts receivable and payable, billing, etc. Burroughs will retain its lowest priced Sensimatic model F50, with the price reduced about 10%. The F6000 series continues to bear the Sensimatic designation. Existing stocks of the previous series will be sold at reduced prices. **For More Information Circle No. 124.**

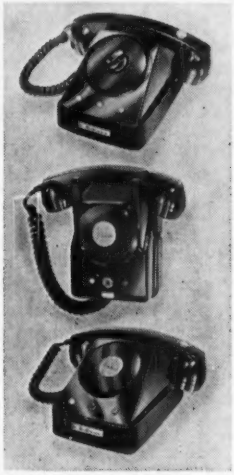
DESKS



Columbia - Hallowell Div., Standard Pressed Steel Co., Jenkintown, Pa., announces the 6200 Series of general office furniture combining trim contemporary styling and practicality at a reasonable price. Series includes desks, credenzas and modular units in a full range of standard top sizes; 15 enamel finishes in decorator tones, and 19 colors in conventional or textured tops. Single or double pedestal desktop widths range from 46" to 76". Special glide permits leg-leveling without lifting desk. Insulation on all drawers for quiet operation. Complete interchangability of all pedestal drawers. Cradle suspension on all file drawers with ball bearing rollers, nylon thrust bearings and rubber cushioned stops. Open file drawer clears pedestal front for full drawer accessibility. A second file drawer in place of two box drawers is a no-cost option. One locking slide leaf locks all drawers in desk pedestal. Locks can be keyed individually, or match all locks within a work area. All drawers have double-wall construction and rear hood to keep papers or supplies from slipping out back. A three-compartment sliding personal tray comes with each desk. Sliding shelf may have clear plastic cover for often-used lists, etc., as an option. Can be leased from dealers. **For More Information Circle No. 110.**

PAGING TELEPHONE SYSTEM

Commercial Sound Div., Dukane Corp., St. Charles, Ill., announces the 600 Series Paging Telephone System which frees outside switchboards and telephones for sales producing calls. Combining the versatility of intercommunication and the convenience of the telephone, it allows direct person-to-person internal or conference-type communications. All employees can be instantly located. Announcements can be relayed without switchboard congestion. Radio music or other program source can be piped over system (optional feature). A standard two-channel 600 Series Paging Telephone System can be easily expanded to three channels with addition of a private channel between key executives. Additional paging telephones can be added to an existing system to meet increasing



paging and intercom requirements. Key personnel can contact all employees and receive information without leaving their desks. Complicated coded dialing procedures and flashing of switchboard operators are eliminated. Color coded lights show open channels instantly. Handsome phones come in desk sets or wall mounting styles. Available on a lease or lease-purchase plan. **For More Information Circle No. 146.**

ELECTRIC COIN CHANGER

Standard Change-Makers, Inc., 422 E. New York St., Indianapolis 2, Ind., announces the Electric Standard Change-Center which changes 50c, 25c, 10c and even two 5c coins. The 50c section can be set by owner, without tools, to return any one of three different coin combinations: two quarters; five dimes; or one quarter, two dimes and one nickel. The Change-Center will hold $250 to $310 in change,

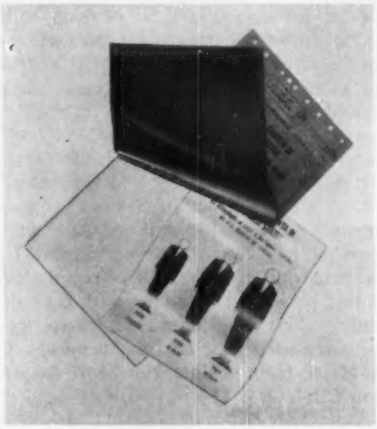
providing 1200 to 1300 vends. Solenoid driven with drawer-action loading and picture window coin holders that can be loaded by pouring coins through a funnel, inserting coins in stacks, or by replacing entire holder with a pre-loaded one. Available in one all-purpose model with maximum security cabinet (25⅝" high, 23⅛" wide, 8⅞" deep) with quadruple locks, optional colors, optional burglar alarm, optional insurance on machine and money content (up to $200). **For More Information Circle No. 147.**

PEELABLE LABEL COATING

Papekote, Inc., 459 West 15th St., New York 11, N. Y., announces a coating which makes labels peelable without affecting the surface to which they were affixed. This pK process is said to cost 25-50% of the cost of pressure sensitive labels and will not discolor even porcelain surfaces. Can be used, without changes in printing or labeling equipment, on any base paper including newsprint, book and coated stocks. Any water based adhesive may be used to affix the labels to all surfaces. After drying, labels will not slide, but must be lifted for removal. When tested on bottles immersed in water, frozen, exposed to 100% relative humidity 24 hours and baked at 200° F, labels did not fall off but were readily peeled. **For More Information Circle No. 182.**

MAKES STENCILS & TRANSPARENCIES

Gestetner Corp., 216 Lake Ave., Yonkers, N. Y., announces that transparencies can be prepared direct from original art or copy without camera, darkroom or chemicals. In the same operation, a duplicating master is also prepared to permit production of duplicate copies for distribution to



the viewing audience. The entire operation takes less than 15 minutes. Adaptability of the process to the small office rests with two elements: an electronic device which is desk-operated requiring no skill, and a stencil duplicator. Even if transparency is composed of halftone illustrations and fine line art, the stencil will reproduce exact and faithful copies. Original art also can be composed of pasted-up elements. The electronic Gestefax scanner can be plugged

into any electrical outlet. Original art or copy is fastened around one cylinder and a blank stencil backed with a clear sheet of acetate is fastened around the other cylinder. Current is switched on and in a few minutes machine shuts itself off signalling completion of job. Stencil is ready for instant run-off and acetate shows a faithful copy of original art ready for use in projector. No further processing of any kind is necessary. Gestetner markets both duplicator and the Gestefax scanner. **For More Information Circle No. 126.**

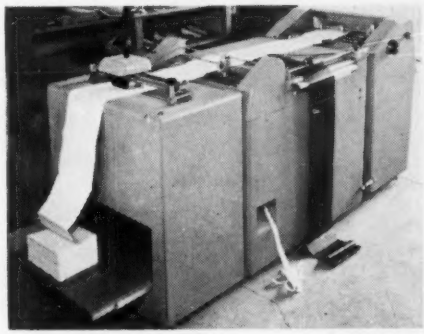
PORTABLE REFRIGERATOR

Springer-Penguin, Inc., 9-07 34th Ave., Long Island City 6, N. Y., offers the Penguin Playbar, which can be rolled, set on floor, table or bench, or installed as a wall unit. Paneled in Pionite high pressure laminate that resists cigarette burns, alcohol and juices, it holds 30 soft drink bottles and freezes two full trays of ice cubes

in less than two hours. More than 2 cu. ft. capacity. Standard colors are walnut, mahogany, limed oak. Frame finished in brass, chrome or black. Weighs 72 lbs. Equipped with Underwriters' Laboratories approved Tecumseh 1/12 hp, 110-volt, hermetically-sealed compressor for AC only. Dimensions with legs are 28½" high x 27" wide x 16½" deep. Costs $260 without legs, including built-in lock and key. **For More Information Circle No. 135.**

FORMS PROCESSING MACHINES

Fabbrica Italiana Macchine Aziendali s.r.l., Via Luigi Cadorna 21-22, Brusuglio di Cormano, Milan, Italy, makes automatic machines for cutting apart, imprinting and separating forms from carbon paper. Each function can be had in a separate machine or all functions can be combined into one continuous operation. One machine will cut off the marginally



punched holes and remove the perforated strip between continuous forms at from 50 to 100 forms per minute. Forms can be any size up to 19" wide and from ⅙" to 18" long. Forms can be imprinted, dated, signed and consecutively numbered by the machine. A detaching unit will slit off the margins and remove up to five sheets of carbon from forms of two to six parts. For illustrated literature about these automatic machines, **Circle No. 131.**

REINFORCED DRILLED PAPER

Northwest Paper Co., Cloquet, Minn., introduces a method of reinforcing the binder edge of sheets by adhering a strip of strong polyester film along the edge in its Mountie Pak line of cut-size papers. The reinforcing strips of Scotchpak brand polyester film eliminate the need to manually apply reinforcing rings around each hole for insertion in a ring binder. The opaque strips, only 1/1000" thick, enable compact stacking of sheets and allow automatic feeding through all types of dupli-

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A new 50-week on-the-job course covers 17 basic areas in systems work. Prepares you for promotion. Helps you train assistants.

This organized plan is a formal course, developed by The Foundation for Administrative Research, conducted by professional systems teachers. Fee $375* complete.

*Price subject to change without notice.

This course is marketed by the publishers of Systemation Letter, a semi-monthly bulletin on systems trends and techniques.

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Portfolio 2000-02H
"Orientation in Systems"

systemation seminar

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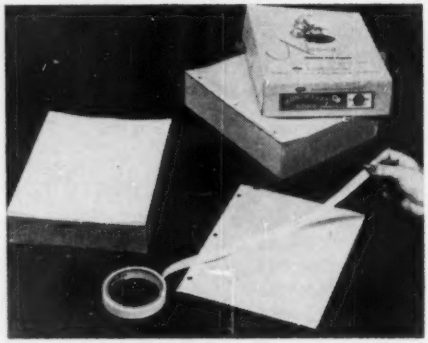
For More Information Circle No. 360

cating equipment and printing presses. Film has a tensile strength up to 20,000 lbs. psi and an extended shelf life, resists most chemicals and solvents, and will not dry out and separate from the paper. Northwest is applying the film to bond, mimeograph, offset and duplicator Mountie



Pak Papers in white and colors, trimmed and packed in retail boxes. Scotchpak brand film reinforced papers are available 8½" x 11" and 17½" x 22½". Sheet lengths may be 8", 10½", 10⅞", 11", 13", 14", 22" and 22½". Special sizes can be manufactured in widths from 8" to 18¼". **For More Information Circle No. 157.**

COLD PLASTIC LAMINATOR

Carr-Best Corp., 8210 S. Park Ave., Chicago 19, Ill., announces the Speed-Eez Laminator for better protection, quality,

speed and permanence. Inasmuch as heat is not required, the Speed-Eez Laminator will handle objects from a few thousandths

ONLY...THE BOHN CONTEX CALCULATOR ADDS, SUBTRACTS, MULTIPLIES AND DIVIDES FOR...$125*!

*PLUS F.E.T.

If you pay high salaries to pencil-and-paper mathematicians for wrong answers...if you think $500 calculating machines are too expensive... then you should learn the facts about the *only* first-quality calculator that does *all* the work of the much more expensive machines fast and accurately for about one-fourth the cost. Send in this coupon *today*.

Bohn Duplicator Co., 444 Park Ave. S., Dept. C-19, New York 16, N. Y.

☐ Please arrange a demonstration of the Bohn Contex in our office without obligation.

☐ Please send further information on the Bohn Contex.

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COMPANY_____

ADDRESS_____

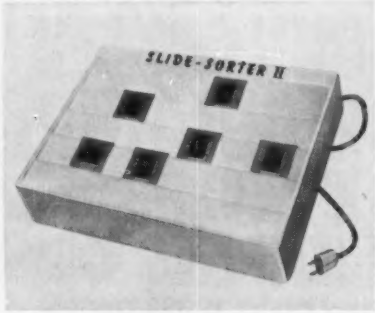
CITY_____ STATE_____

For More Information Circle No. 225

to ⅛″ without any change or adjustment. Laminates in seconds such items as ID cards, forms, documents, sales and price sheets, maps, photos, charts, etc. Speed-Eez is simple, trouble-free and foolproof. Anyone can operate it without training or instruction. Now available in one size only; larger models will be available soon. Maximum sheet width is 11″ by any length. Single control for start and stop, with pilot light. Electrically driven by maintenance-free sealed mechanism; 110-volt, 60 cycle. Unit is 19″ wide, 8″ high, 10″ deep; weighs 15 lbs. Deep gray cabinet blends with any decor. Shipped completely assembled, ready for use. **For More Information Circle No. 160.**

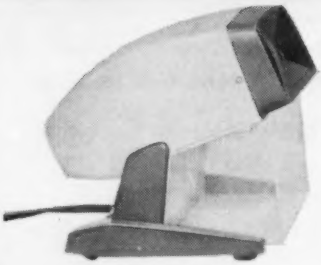
SLIDE SORTER

H. E. Geist Co., 2168 West 25th St., Cleveland 13, O., announces Slide-Sorter-Two for fast, easy sorting and arrangement of 35mm slides for screen projection. Two pieces constitute its basic parts. A molded plastic base and a rectangular white plastic translucent box having a top and four sides that snap onto the base which is contoured to provide the proper slant as it rests on a table or similar flat surface, and reflect an even amount of light upward from a 40-watt lamp inside

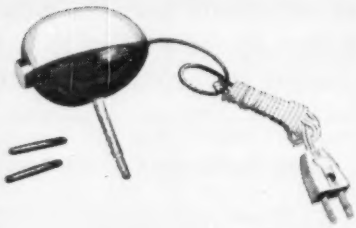


of the base. Top has five horizontal rows of steps 15″ wide. Each holds seven 35mm slides to accommodate slides from an entire roll of film. Slide-Sorter-Two is 3½″ high at front and 8″ high at rear. When not in use, base fits inside top to form a

TO LIGHTEN YOUR OFFICE LOAD



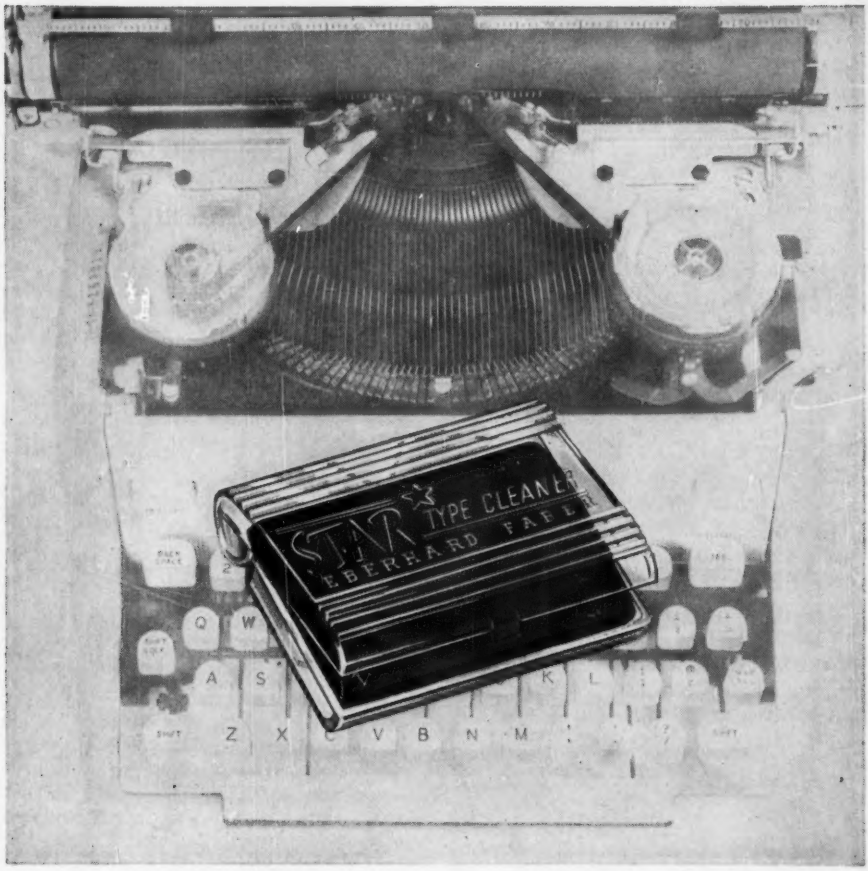
Electric Pencil Sharpener
Clean, durable and economical, this compact sharpener enhances any office. The motor acts as soon as a pencil is inserted and stops when it is removed. Reduces pencil breakage.



B.S.D. Auto Eraser
This electric eraser comes supplied with special tips for a variety of uses. Small enough to be held easily, it ensures neater work in drafting, typing, retouching, printing, duplicating and drawing.

BUNSHODO CO., LTD.
MANUFACTURERS & EXPORTERS OF STATIONERY & OFFICE EQUIPMENT
4, 3-chome, Ginza, Chuo-ku, Tokyo
Cable Address: "BUNSHODO" TOKYO

For More Information Circle No. 364



"STAR" OF THE OFFICE—STAR PLASTIC TYPE CLEANER!

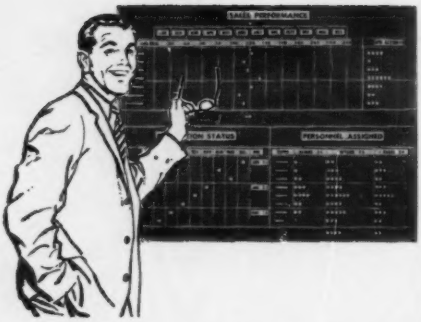
Ink sticks to it. Dirt sticks to it. Office machine grime sticks to it. Nothing sticks to you! STAR TYPE CLEANER thoroughly cleans typewriter keys, adding, billing and addressing machines, time stamps and rubber stamps—and your own hands stay clean!

In fact, there's nothing to stain. No messy brushes or rags. Nothing to spill...nothing to corrode metals...no fumes and no fire hazard, either. It's quick, easy, modern!

More? It's so economical it can be used daily for months on end. Prolongs machine-life, cuts repairs and servicing. Comes in hinged-cover plastic box. See your nearest stationer for STAR TYPE CLEANER by EBERHARD FABER—your one source of supply for all writing needs.

SINCE 1849
EBERHARD FABER
puts its Quality in writing
Wilkes-Barre, Pennsylvania-New York-Toronto, Canada

For More Information Circle No. 231



Stay on Top of Every Operation With MAGNETIC Visual Aids

Magnetic Visual Control Boards offer the easiest and quickest way to chart sales, traffic, personnel or any other phase of your business. Colorful, magnetic indicators tell you at a glance if everything is in the right place at the right time. No cards, pegs or other nuisance devices to replace because "Maggie" Boards with magnetic indicators last indefinitely. They pay for themselves many times over because the first cost is the last cost.

Write for FREE catalogue on the most modern and flexible control system available today

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FORMERLY MAGGIE MAGNETIC VISUAL AIDS CORP.
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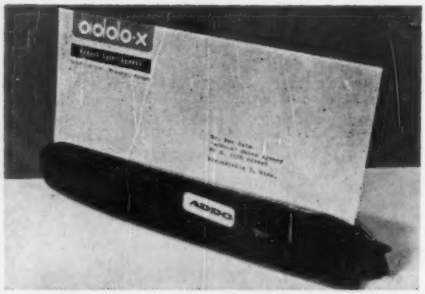
For More Information Circle No. 286

For More Information Circle No. 287

compact package 3½" x 15" x 11" in a storage box furnished with each unit. Quickly identifies slides clearly and distinctly, in their true color. Slides may be picked up, one by one, and placed in projector in sequence desired. Unbreakable, easy to clean and use, lists at $6.95. **For More Information Circle No. 145.**

ENVELOPE OPENER

Addo-x Sales Agency, 96 South 11th St., Minneapolis 3, Minn., offers the Addo letter opener which is easy and safe to use. It will open any size envelope without producing scraps of paper because it



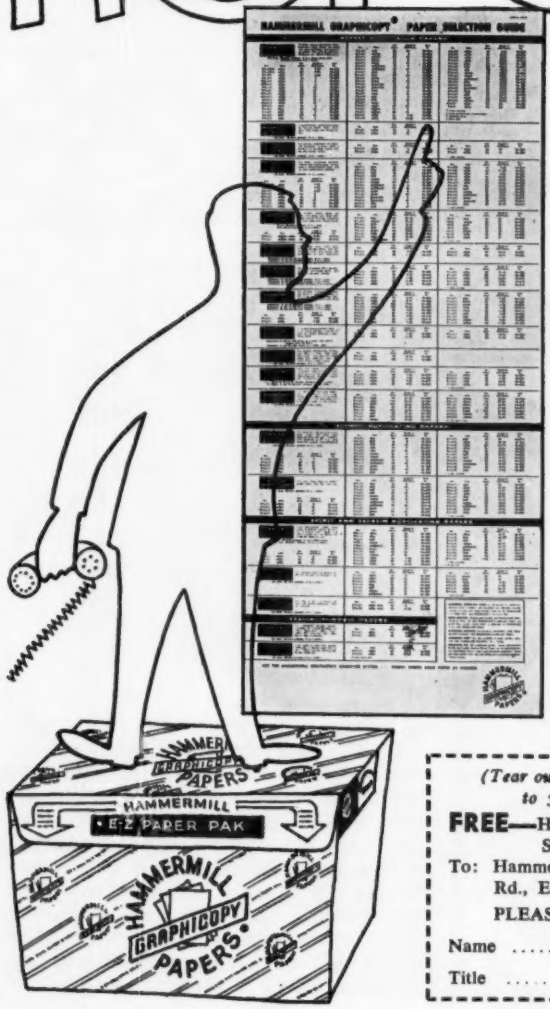
cuts only one side of the envelope. Made in Sweden with self-sharpening cutting wheel mounted on ball bearings. Weighs 2 lbs. and comes in gray or tan with rubber feet. Guaranteed one year, offered on ten-day free trial. Costs $24.50. **For More Information Circle No. 184.**

CHECKSIGNER

Todd Co. Div., Burroughs Corp., 1125 University Ave., Rochester, N. Y., announces the T-264 hand operated signature machine. In addition to lower price, the signer offers an increased plate size which provides up to 8 sq. in. of printing area for a variety of signing, certification and validation applications. Dual locks allow delegation of signing with confidence. A non-resetable counter records the number of signatures produced. The T-264 is designed to be used with a register which records starting and ending

What makes ordering Hammermill Graphicopy Papers so easy?

HGPSG



Or the Hammermill Graphicopy Paper Selection Guide. With this handy chart you simply (1) find your item on the complete list of papers for office printing and duplicating, (2) phone your nearby Hammermill supplier, (3) give him the Graphicopy stock number and the quantity you want.

What number? 10-004, for example. That stands for Hammermill Bond, 8½ x 11, white, substance 20. No need to mention the grade, size, color or weight of the paper you want. Just the number.

The time-saving HGPSG can be used as a wall chart or file folder. Ask your Hammermill supplier for your free copy, or attach the coupon below to your business letterhead and mail to the Hammermill Paper Co., 1463 East Lake Rd., Erie 6, Pa.

(Tear out this coupon now and attach it to your business letterhead.)

FREE—Hammermill Graphicopy Paper Selection Guide

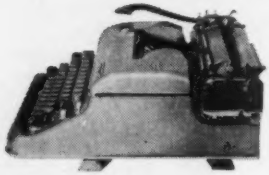
To: Hammermill Paper Co., 1463 E. Lake Rd., Erie 6, Pa.

PLEASE SEND MY FREE HGPSG.

Name .....

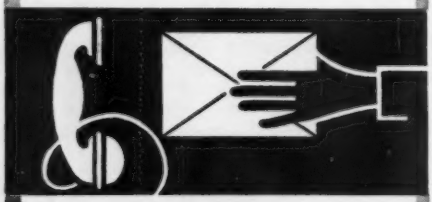
Title .....

For More Information Circle No. 381



Torpedo 18

Preferred by all because of its reliability, attractive design and unexcelled number of operating features



Torpedo

DYNACORD

the new office typewriter with basic new features and modern styling and finish in perfect harmony

Dealer Distributorships open

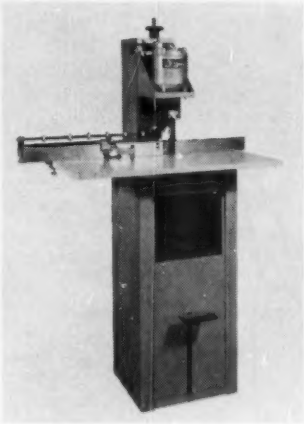
Torpedo Büromaschinen Werke AG
Frankfurt/M.-Roedelheim
Founded 1896 Western Germany

For More Information Circle No. 363

numbers, thus accounting for each item. Utilizing multi-color ribbon impressions and intricately designed backgrounds to defy forgery, machine has a positive full stroke handle which eliminates light or uncounted impressions. Carries a forgery loss warranty issued and backed by Burroughs. **For More Information Circle No. 139.**

PAPER DRILL

Ottawa Mfg. Co., Grand Haven, Mich., announces the Ottawa F-10 Paper Drill which retails at $275, f.o.b. above, and is designed for shops having limited drilling requirements and for office use in coding invoices, cancelling checks, etc. It will drill ⅛″ to ½″ holes and perform a variety of slitting and slotting operations. Of all steel welded construction with 20″ x 32″ table,



automatic backgauge and direct drive spindle with thrust bearing. Performance and capacity specifications include: 5″ from backgauge to center of drill, 2″ maximum pile, 19″ from drill to sideguide, ⅜″ minimum distance between holes. Backgauge is easy to set up and has automatic trip control for fast production. Conversion kits enable adding a vacuum system for chip disposal and hydraulic power when work requirements increase. **For More Information Circle No. 109.**

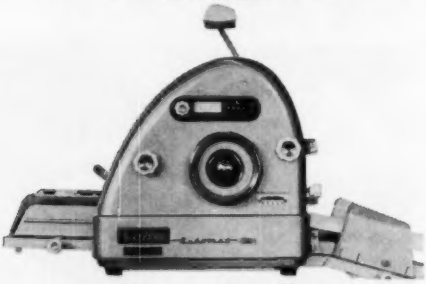
AUTOMATE FOR PENNIES

Automate your office duplicating with a

TEMPO Geha

AUTOMAT 250 DA

Stencil Duplicator



automatically

- feeds
- strips
- counts
- interleaves
- removes lint
- adds ink

The Tempo Geha 250 DA opens up a wide range of possibilities in the production of all types of office printing such as office forms, letterheads, bulletins, cards, etc., including color work.

You'll be delighted with the "print-like" copies produced in your own office with regular personnel. Its automatic features assure simplicity of operation, quality control at all stages of the run. Cleaner to use, too, because hands never come in contact with ink. And — the built-in ink cartridge is as easy to change as a ball-point pen.

GEHA—electronic stencil-making machine. Electronically makes stencils to fit any duplicator by automatic scanning process – direct from any master copy including photos, drawings, art, hand or typewritten material.

ASK FOR FREE DEMONSTRATION of the 250 DA in your office without obligation. Pin coupon below to your letterhead and mail today.

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Famous Acco fastener

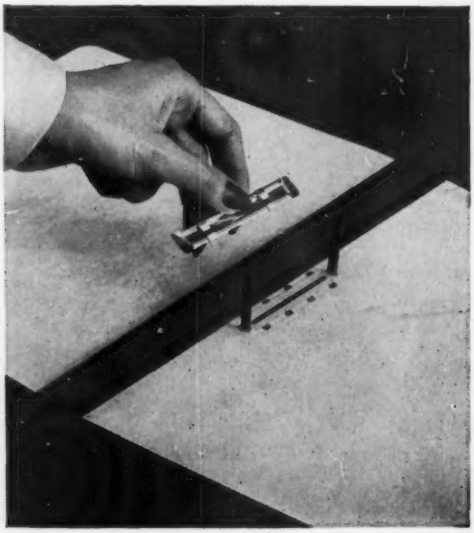
Simply slip punched papers over pronged base section of fastener. Then add compressor section to lock papers and prongs in place.

Keeps papers secure

Holds letter, legal—any size sheets. Ideal for work sheets. Comes in 7 base lengths—from 2¾" to 8½". Up to 6" capacity.

Makes folders spillproof

To avoid the hazards of loose paper filing, simply punch two holes in any ordinary folder and insert Acco fastener as shown above.



At its best in Accobind

The fastener is built right into this Accobind folder. Made of firm pressboard, it never sags, saves file space. Choice of 5 colors.

ACCO FASTENERS

ACCO PRODUCTS A Division of Natser Corporation, Ogdensburg, N.Y. • In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 210

BOOKCASE

Lyon Metal Products, Inc., 10 Plant Ave., Aurora, Ill., announces a 42″ high bookcase for continuous line installation with existing counters, or for use as a narrow-top counter where space is limited. It has sliding shelves adjustable on 1½″ centers, and complements full height (86″) and desk high (29″) bookcases introduced

two years ago. The new unit is 37⅜″ wide, 12 5/16″ deep, 42″ high; comes with two adjustable shelves, rounded top and end finishing panels. Finish is harmonizing Lyon gray baked-on enamel. Bookstops 7″ high are available as accessories. They hook over front of shelf and snap firmly in place. **For More Information Circle No. 144.**

For More Information Circle No. 357

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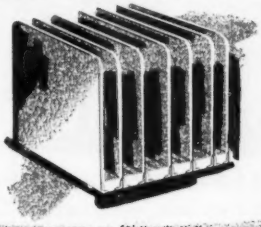
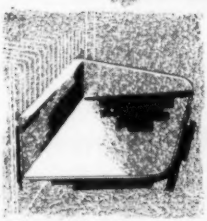
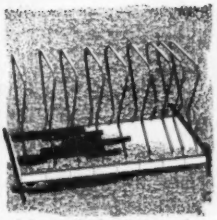
FLEXIBLE STEEL KLERADESK — MODEL 6V. Tremendous capacity — six divisions. Invaluable in organizing, segregating and holding indexed material.

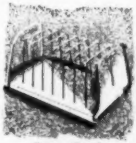




File-A-Sist. Attaches to file drawer. Leaves hands free. Removes instantly.



Adapto-Rack. Unique feature assures complete versatility. In many widths.



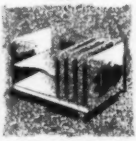
Cata-Rack for Catalogs and Books

"Capillary Action" Handi-Pen Desk Sets

No-Over-Flo Sponge Cup

Ideal Sanitary Moisteners

"Build Up" Horizontal Desk Tray.



Flexible Steel Kleradesk — Model D

Write today for full information and prices.

Sengbusch

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For More Information Circle No. 358

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TIME FOR CHANGE

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MP Jr. Coin Changers

Speed Customer Service...

make every teller more efficient. Compact MP coin changers keep transaction areas neat—change close at hand. Precision made to operate smoothly. MP changers respond to fingertip pressure—fast! You'll be amazed by the improvement in customer relations when you install MP.

Only MP Coin Changers...

combine *top quality* features and *low cost* in the *nation's value leading*, semi-automatic machine.

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- Removable top tray and inner storage box
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Parts and workmanship fully guaranteed. Only $69. See the complete line of MP Coin Changers at your dealer or write for full information today!

metalproducts
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For More Information Circle No. 264

Increase Office Productivity with the STRONG-PACER

A precision instrument, developed by Dr. Earl P. Strong after years of research, the Strong-Pacer provides personalized assistance for increasing typing productivity within the wide range of 30 to 150 words per minute. Also ideal for quickly, accurately and inexpensively testing job applicants' typing skill. Comes complete with 40-page manual of pacing drills for individual or group training. Send for complete information today.

TRICO SERVICE CO.
1337 S. Garner St., State College, Pa.

For More Information Circle No. 348

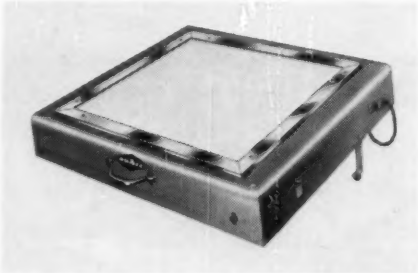
PORTABLE TYPEWRITER

Royal McBee Corp., 850 Third Ave., New York 22, N. Y., announces a Royal Signet portable typewriter costing less than $60. It has a full-size keyboard and single, 1½ and double linespacing. Typewriter has a two-color ribbon, automatic ribbon

reverse and permits cutting stencils. Available in choice of gray, green or blue. It has a steel frame and an all metal body; weighs 11 lbs. complete with the case which doubles as an overnight bag when typewriter is removed. **For More Information Circle No. 136.**

PORTABLE LIGHT TABLE

NuArc Co., 4110 W. Grand Ave., Chicago 51, Ill., offers a portable light table



that's easy to move around the plant or ideal for free-lance artists and strippers to carry out of the plant. It includes the

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with 3M Microfilm Products
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Records, facts, figures—any information is available in seconds at the touch of a button with 3M Microfilm Products. 3M makes it so easy to put the magic of microfilm to work cutting the costs of paperwork—speeding business communications—saving valuable space—in short, making filmwork easier, faster, less costly than paperwork. Find out now how you can put microfilm to work —get instant information—with

TAKE A LOOK
at the enlarged microfilmed information on the bright screen of the THERMO-FAX "Filmac" Reader-Printer. Touch a button and . . .

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in seconds of any information you want in 8½ x 11 inch size. The "Filmac" Reader-Printer gives you an exact, clean copy.

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For More Information Circle No. 377

Design for a Travel Bureau Executive

Your company is judged by the office you keep...

The first impression is a most important impression! Cole Steel office furniture will create the office you want—the impression you want to give. By its rich look, by its integrity of design, Cole instantly tells of quiet good taste. Cole equipment creates an atmosphere of comfort and luxury that will impress your visitors and make your office an inspiring place to work. See for yourself why Cole Steel is so far ahead in the office equipment field. Free: send for our latest full color catalog... today! Cole Steel Equipment Co., Inc., Dept. 27, 415 Madison Ave., New York 17, N. Y.

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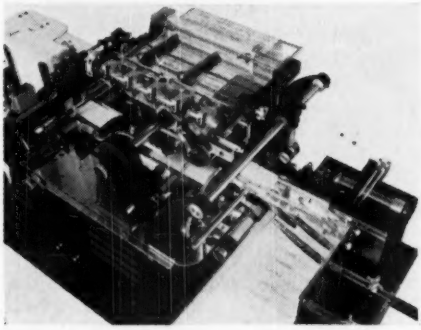
For More Information Circle No. 385

features of larger light tables, but is small and lightweight. Features 21″ x 24″ glass area; highly polished, chromed steel adjustable straight edges on all four sides; metal carrying handle; adjustable tilting mechanism; all steel construction; fluorescent lighting. Model LTP-21 costs $85. **For Bulletin N260-O, Circle No. 159.**

ADDRESS IMPRINTER

Cheshire, Inc., 1644 N. Honore St., Chicago 22, Ill., announces a rotary-head heat-transfer machine that imprints addresses from roll tapes or pack form masters prepared with carbon imprints on the reverse side. Tapes or master forms can be prepared on all electronic data processing systems. Material to be addressed can be fed at variable speeds up to 14,000 pieces per hour. A clear imprint of high quality is achieved in a non-stop, fully automatic operation. Automatic rewind



permits reuse of tape or master form for additional heat-transfer addressing. Several transfers are practical before carbon image weakens. Then tape may be applied as a label strip by a Cheshire labeling head if processed with printing on the face side as well as reverse side. This head is fitted on an adaptation of the Cheshire Model E labeling machine base and will handle the same sizes and types of work. Imprints can be transferred to cards, envelopes, booklets, magazines, catalogs and quarter-fold tabloids from 3¼″ x 5½″ to 11″ x 14½″ and up to $\frac{3}{16}$″ thick. **For More Information Circle No. 130.**

AVOID ERRORS

PROVIDES POSITIVE FINGERTIP CONTACT

Just a touch of your fingers to the new and improved Rite-Line SURE-TOUCH finger moistener makes handling of papers, sorting of checks and counting of money, quick and sure. Will also improve your grip in golf, tennis and bowling. No grease, no odor, no stains. Will be available through your stationer, only 50 cents. In the meantime send for trial offer.

RITE-LINE
Sure-Touch

RITE-LINE CORPORATION DEPT. SC 1-12
4209 39th St., N.W. Washington 16, D.C.

Enclosed please find $1.00 for two trial boxes of SURE-TOUCH.

Name _____

Street _____

City _____ Zone ___ State _____

Name of Stationer _____

For More Information Circle No. 281

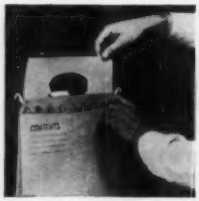
ATLAS
VERTICAL FILING SYSTEMS

PROTECT • EFFICIENTLY FILE
ASSURE LONGER LIFE FOR

- Offset Plates
- Negatives
- Stencils
- Artwork

Large and Small Cabinets for all sizes and types of plates, negatives, stencils, etc. Models to file 50 to 1400 items.

Atlas Nega-Plate Hangers give extra protection to negatives, plates, artwork in permanently attached envelope-hanger units. Available for filing in any Atlas cabinet, old or new.



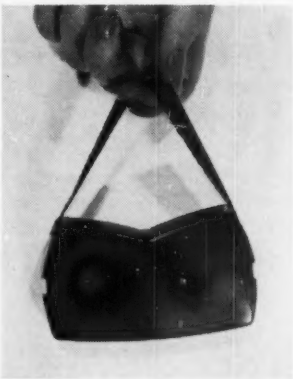
Over twenty other sizes and styles of Atlas patented hangers also available. Write for Atlas Reference Chart listing correct cabinet and hanger for your requirements.

ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 326

TYPEWRITER RIBBON

Frankel Mfg. Co., 285 Rio Grande Blvd., Denver 23, Colo., announces that Klean Write Super Kemlon typewriter ribbon is available in cartridge form to fit IBM Selectric electric typewriters. Super Kemlon writes sharper and clearer.



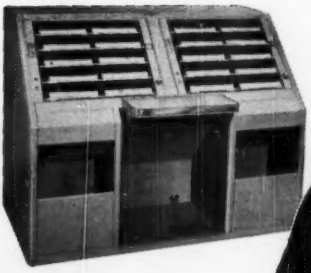
It is made from a "miracle fabric" treated with a chemical which permits the ribbon to absorb more ink and last longer. Retail price is $25 per doz. All colors and color combinations are available for both record and offset. **For More Information Circle No. 163.**

TAX FORMS HOLDER

Charles Bruning Co., 1800 W. Central Road, Mount Prospect, Ill., announces that 250 tax forms and schedules used by tax accountants can be integrated in its Tax Form Organizer, designed for desk-top or

For More Information Circle No. 349

"a new Thomas Collator sure solved a lot of problems around here"



It's my job to look for trouble—preferably before it starts—but one job that always caused me plenty of headaches was this business of gathering duplicated pages into sets. It's always the same—too little time—not enough help—and plenty of grumbling by the girls.

It wasn't until I had talked to the Thomas people that I realized our present method was as obsolete as the roll top desk. With our new Thomas Collator *one girl does the work of six* . . . without the mad scramble of last minute deadlines. What's more, the way it looks, the machine will pay for itself by the end of the year.

Why not call the Thomas people for more information or an actual working demonstration? If you're like us, you'll be glad you did!

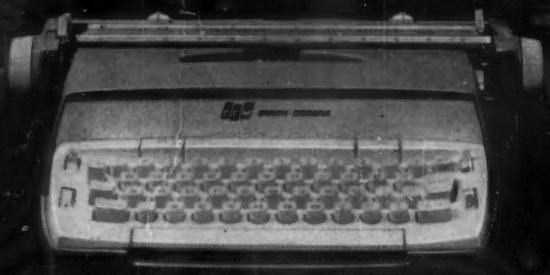
Thomas Collators Inc.

100 Church St., Dept. B, N. Y., N. Y.

For More Information Circle No. 379

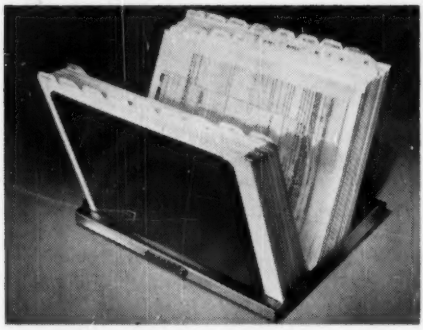
It's the Compact . . . compact in appearance and in fact. And notice . . . the compactness is between the keyboard and the carriage. All the dead air space has been engineered out. But the important work areas are set up the same as in other electrics. The carriage is a full 12 inches and the return is electric—automatic. The keyboard, too, is full size (and with new features). This is the whole idea — compactness. This is American engineered compactness — a more efficient product to do the job and so a more efficient price —$249*. Available in three decorator colors and all the crisp type styles you'll ever need. See the Compact today. Call your local Smith-Corona Marchant representative, or mail coupon on opposite page. *Plus tax

the compact office electric by Smith-Corona Marchant: $249*



SCM SMITH-CORONA MARCHANT
410 PARK AVENUE, NEW YORK 22, N. Y.

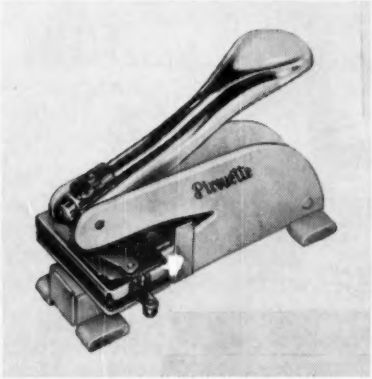
drawer. The all-metal device puts tax forms at accountants' fingertips, eliminating searching for an individual form that may be required. It has 18 indexes cover-



ing major federal and state forms and sturdy metal tilt plates for easy indexing. Device measures 12″ wide, 10⅜″ long, 8″ high. Priced at $19.50 with 27 indexes. **For More Information Circle No. 108.**

STATIONERY EMBOSSER

Meyer & Wenthe, Inc., 30 S. Jefferson St., Chicago 6, Ill., offers the Pirouette blind embosser for stationery. It has reversable dies that allow it to do top embossing, as on letterheads and bottom em-



bossing, as on envelopes. Two knobs are turned to reverse the dies. The Pirouette is available in a nickel plated pocket model or a desk model in choice of seven colors. **For More Information Circle No. 116.**

IN ONLY SIX MINUTES: THE MOST CONVINCING (AND SURPRISING) TYPEWRITER DEMONSTRATION YOU HAVE EVER SEEN!

We'd like six minutes—no more—to show you the Compact 200. Just tell us which day you'll be free. Or send in your order now.

0-12

SCM

SMITH-CORONA MARCHANT

410 Park Avenue, New York 22, N. Y.

☐ I'd like to see your six-minute demonstration at _____

on _____

Send _____ (quantity) new Smith-Corona Compact 200 typewriter(s).

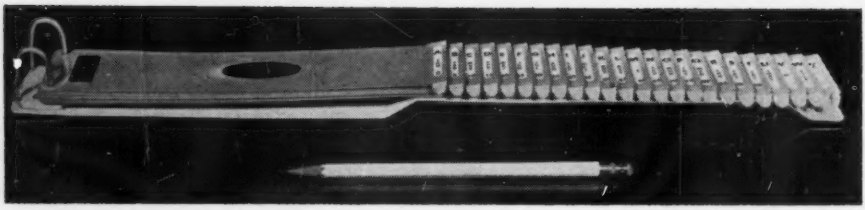
NAME _____

COMPANY _____

ADDRESS _____

CITY _____ ZONE ____ STATE _____

For More Information Circle No. 282

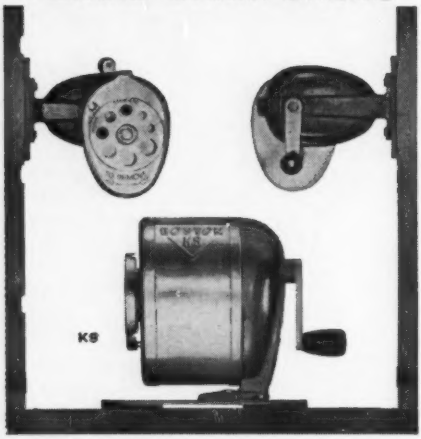


SORTER

Associated Industrial Designers, Box 39652, Los Angeles 39, Calif., announces the lightweight, low priced Golden-West L-24 Sort-O-File designed for durability, utility. All aluminum, it weighs only 15 oz. Operation is made easy by individual finger-grips on each divider. Flexible dividers expand with additional expansion at binding posts. Dividers are finished in Catalina green plastic enamel with plastic covered four-in-one index labels. Sort-O-File GW24L measures 1¾″ high, 2¼″ wide and 20″ long. Raised base has nonskid feet. **For More Information Circle No. 167.**

BOSTON®

PENCIL SHARPENERS



easy mounting on any surface

Now Boston's all-metal pencil sharpeners can be mounted anywhere. There is a Boston for every purpose and *the mounting kit fits every model.* All sharpeners are guaranteed for 1 year.

C. HOWARD HUNT PEN CO., CAMDEN 1, N.J.

For More Information Circle No. 278

OFFSET PLATES

Polychrome Corp., 2 Ashburton Ave., Yonkers 2, N. Y., announces that Granekote plates are now available on .012 gauge aluminum alloy for many larger size presses. The extra rigidity permits easier handling during processing, and mounting on larger presses. Granekote is mechanically grained and factory pre-

IF MICHAELANGELO had sculptured a chair, it might well have looked like this . . . so graceful, so truly conformable to the contours of the body you know it has to be designed with authority. See how back and seat are separately sculpted so you must sit properly, comfortably. See how the mid-section is beautifully fluted. Not for mere beauty, but for extra strength . . . ventilation. Magnificent colors. Sculpted in 6 decorator shades, upholstered model in 88 combinations!

Pioneers in auxiliary seating since 1925

CLARIN

CHAIR BODY: One-piece seat and back of fiber glass reinforced molded polyester resin

LEG FRAME: 4 tapered, chrome plated tubular steel legs permanently welded to two large heavy duty die formed seat brackets

SIDE BRACKETS (POSI-STACK): Two 16 gauge steel die formed side braces with flanges and embossments running the length of top and bottom for added strength. Permanently welded in place.

UPHOLSTERY: A choice of 8 different kinds of vinyl as well as nylon — over foam.

SIZES: Seat height 17½", overall size 33" high x 21⅜" wide, floor area 21⅜" x 21½".

Write Dept. 50G for Special Sample Kit Information.

CLARIN MANUFACTURING CO., 4640 W. Harrison St., Chicago 44, Ill.

For More Information Circle No. 372

The world's largest dictating machine

This modern new headquarters building of the Chase Manhattan Bank is the first in the world with a built-in machine dictation system included in its design.

■ The new system includes Dictaphone Telecord network dictation and individual Time-Master dictating machines. Both utilize the exclusive Dictabelt record with "the sound you can see."

■ In modern business, dictating machines are as basic as telephones. There is no comparable way to save time and cut communications costs. If you're looking for ways to beat the profit squeeze, let Dictaphone Corporation help. Have a representative survey your needs now.

Dictaphone® CORPORATION

Dictaphone, Time-Master, Dictabelt, Telecord, registered trademarks of Dictaphone Corp., 730 Third Ave., N. Y. 17, N. Y.

For More Information Circle No. 396

sensitized. Also made are duplicator-size plates in .006 aluminum alloy. This sturdy, more flexible gauge aluminum allows easy mounting on small-diameter plate cylinders. The .006 gauge Granekotes are made in sizes up to 15½" x 20½". **For More Information Circle No. 162.**

MACHINE STAND

Tiffany Stand Co., 7350 Forsyth Blvd., St. Louis 5, Mo., makes the Model 4000 office machine stand which offers strength, rigidity, stability. Available with either one drop leaf (as shown) or two (Model 4002).

In addition to ease of assembly (just a few screws and a few minutes), it has features for operator comfort, appearance, portability and retractability. The 6000 and 4000 series also have modesty panel at rear of stand. **For More Information Circle No. 196.**

TYPEWRITER RIBBON

Old Town Corp., 750 Pacific St., Brooklyn 38, N. Y., announces the Multi-Purpose ribbon with a superior blend of ink and fabric to satisfy a wider variety of typing requirements. It is outstanding for typing correspondence, provides longer wear, and can be used for preparing offset plates, diazo translucents, photographic and thermal copying. Comes in a fine and medium inking to provide crisp, clear copies. **For More Information Circle No. 117.**

IN 10 SECONDS
Make Completely Finished
GLOSSY PRINTS
Perfect for Reproduction

STAT PRINTS
On Matte or Glossy Stock

LITHO PROOFS
Or Negatives to "Burn" Plates

TRANSLUCENT MASTERS
For Diazo Machine

Microfilm Enlargements
From Roll or Aperture Cards

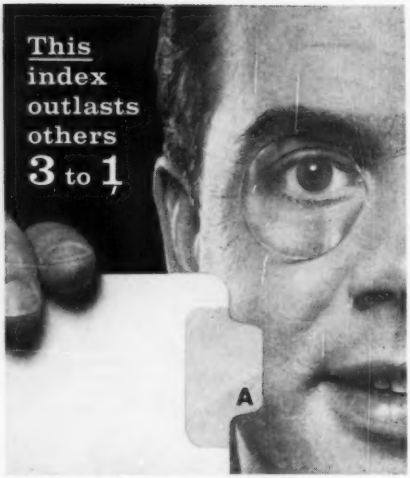
ENGINEERING COPIES
Of Whiteprints and Blueprints
All Up To 42" Wide

With the Incredible
POLYMICRO
Universal Copier

An Instantaneous Low Cost Photographic Process With Unbelievable Quality! No Darkroom Needed! Holds 240 Line Screen — No Fill! Sheet or Roll Paper Stocks For Every Purpose. Ideal For In-Plant Reproduction and Graphic Arts Departments. So Simple To Operate!

Write Today For Complete Details, Dept. N-5
Burton Mount Corp.
Exclusive US Distributor
2147 JERICHO TURNPIKE
NEW HYDE PARK, NEW YORK
Pioneer 1-7770

For More Information Circle No. 284



AICO Indexes are reinforced at tab **and** binding edge with Mylar, Dupont's new polyester film. *So strong* tabs won't tear or crack, indexes can't be pulled through at holes. *So thin* ring books, memo books, and post & ledger binders can hold more sheets than with other reinforced indexes. In all stock sizes, and a wide variety of tab styles and colors. **At your stationers, or write for samples.**

AICO

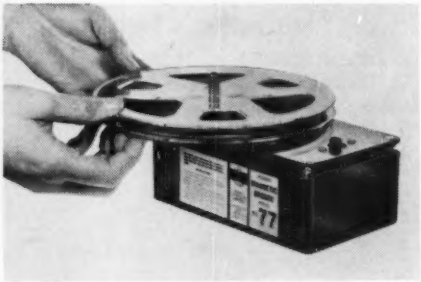
G. J. AIGNER COMPANY
426 S. Clinton Street • Chicago 7, Illinois
For More Information Circle No. 271

INK CANS ARE OLD FASHION
MODERN PRINTERS USE
VAN SON **INK GUNS**

AND
CARTRIDGES
VAN SON HOLLAND INK
UNION AND LIBERTY STREET, MINEOLA, NEW YORK
For More Information Circle No. 272

DICTATING TAPE REELS

Robins Industries Corp., 36-27 Prince St., Flushing 56, N. Y. offers individually boxed tape reels in 3″ and 5″ diameter sizes which fit almost all tape dictating machines. Small empty tape reels can be used to replace warped or broken reels, or

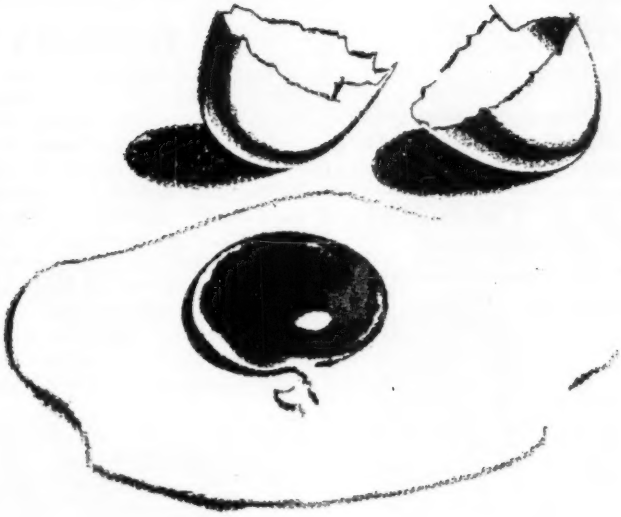


to store small portions of recorded tape for future reference. The 3″ tape reel comes in a handy self-mailing box for use in mailing recorded tapes. Made of polyethylene, 3″ reel lists for 25¢ including box; 5″ reel is 60¢. **For More Information Circle No. 134.**

SIGNATURE STAMPS

Gardner Stamp Co., 166 S. Washington St., Wilkes-Barre, Pa., offers signature stamps that are an exact reproduction of one's handwritten signature. Deeply engraved to give sharp, clear reproductions

and last for years. When ordering, sign name clearly in ballpen, pen or pencil, making signature the exact size wanted. Price is $3 per signature, cash with order. About seven days delivery; money-back



IT'S NO SURPRISE... to find an egg inside an egg shell. They go together. Also, it's no surprise to find a visibly better PLOVER BOND letterhead inside a visibly better matching envelope. Business people give more attention to handsome envelopes – and letterheads. It's necessary that both are visibly better. Your company letterhead is the single most important image builder you have, but its envelope has to be opened before it can be seen and read. White, bright, strong PLOVER BOND letterheads and envelopes are an unbeatable team. Specify visibly better PLOVER BOND with matching envelopes – they go together – naturally.

WHITING-PLOVER PAPER COMPANY, STEVENS POINT, WISCONSIN
BOND
better papers are made with cotton fiber

For More Information Circle No. 397

Avoid Losses! Avoid unexpected troubles!

destroyit

OFFICE PAPER SHREDDER

The ONLY TWO-WAY OFFICE SHREDDER

1 For regular office use with removable waste-bin

15 DAY FREE TRIAL

2 For quantity shredding — Flip & a second door opens

LOW PRICED!
And a table model priced even lower!

Write for illustrated brochure describing full application of office paper shredders.

MICHAEL LITH sales corp.
145 West 45th Street, New York 36, N. Y.
■ Dealer: Write For Profitable Sales Plan.

For More Information Circle No. 261

guarantee. Signature is engraved on walnut mount Justrite rubber stamp finished in light natural grain. Eagle style handles have tapered top in natural grain. **For More Information Circle No. 107.**

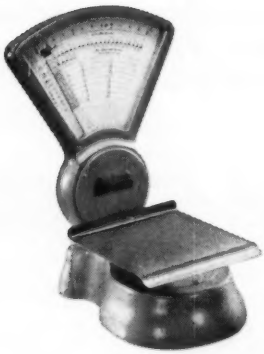
TYPEWRITER

Standard Voss Corp., 334 E. Weber Ave., Stockton 2, Calif., announces the Voss Business-Riter Model M-13, manufactured in West Germany for American users. While engineered in compact low height, and may be considered portable, parts are of a size and strength comparable with standard typewriters. Keyboard is full width and arranged like domestic ones with backspacer key at left, margin release and tabulator key at right. Variable knob is on the left; tabulator set key, single clearance and total clearance key on the right convenient to the carriage release.

Escapement is rugged and easily accessible for adjustment. Margin stops are large and made to take hard work. Plexiglas line scale feeds paper beneath the bail rolls for operator convenience. Two paper rests with extensions hold paper upright and indicate distance to bottom of 11″ sheet. Exceptional card holding ability is claimed. Carriage may be moved from side to side without card corners being caught on the scale. Small labels may be front fed and held in position for typing at top and bottom. Excellent for stencil cutting and producing good carbons. A variety of type faces are available. Base in choice of eight colors with ivory top and keyboard. Metal parts are guaranteed five years. **For More Information Circle No. 153.**

Is your mail scale true to you?

No joke! An old mail scale can get stiff, tough, tired, or lackadaisical. It may overweigh and waste postage. (An extra 4c stamp on only eight letters a day loses almost $100 in a year.) Or it may underweigh, and letters arrive "Postage Due"—to the annoyance of the recipients. And the loss of good will for your firm.



Play it safe, with a Pitney-Bowes mailing scale. Precision made to U. S. Bureau of Standards specifications, and used by the U. S. Post Office. The automatic pendulum mechanism remains true, exact, for years. The big hairline indicator registers fast and true, doesn't waver or make you wait. The large chart markings are easy to read, make mailing faster, easier, help avoid errors.

Eight PB models to choose from, including two for parcel post. Ask any Pitney-Bowes office to show you the scale for you. Or send coupon for free illustrated booklet.

FREE: *Handy desk or wall chart of latest postal rates, with parcel post map and zone finder.*

Pitney-Bowes
MAILING SCALES

Made by the originator of the postage meter . . . 149 offices in U. S. and Canada

PITNEY-BOWES, INC.
3492 Walnut Street, Stamford, Conn.
Send free booklet ☐ *rate chart* ☐
Name _____
Address _____

For More Information Circle No. 392

Does more for you

because it does more electrically . . . that's the new precision-built Olympia SGE-21 Electric Office Typewriter . . . with more electrified functions than any other electric typewriter on the market today!

Electrified functions on the Olympia SGE-21 include . . . the keys —carriage return—space bar—5 automatic repeater keys—line spacing—tabulator set and clear keys—back space key—shift and segment lock keys—and a carriage interruptor key!

In addition the SGE-21 features such outstanding Olympia typing aids as . . . interchangeable carriages in three sizes 13"—15"—18"—automatic paper injector-ejector—vertical half-spacing—correcting space bar—aligning scale—and impression regulator.

The result is a superbly engineered electric with every advanced new feature designed to provide the ultimate in responsive action—simplicity of operation—and superior results. For a demonstration check the Yellow Pages for name of nearest dealer.

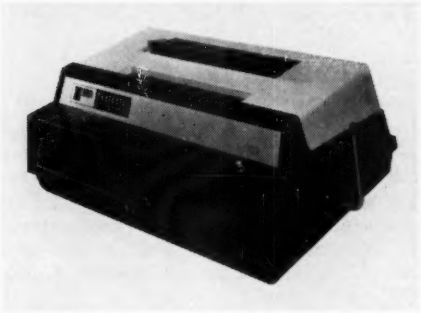
Olympia

Olympia Division, Inter-Continental Trading Corporation, 90 West Street, New York 6, N. Y. In Canada: Olympia Business Machines Co., (Canada) Ltd., 25 Mobile Drive, Toronto 16, Ontario.

For More Information Circle No. 386

PHOTOCOPIER

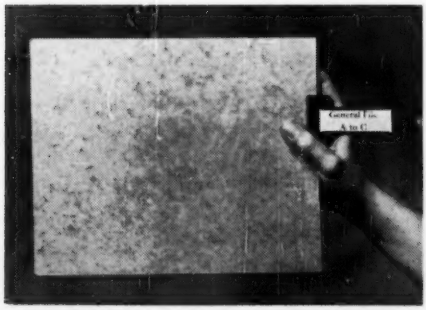
Photostat Corp., 1001 Jefferson Road, Rochester 3, N. Y., introduces the 909 copier with Ready-Pak developer cartridge to eliminate mixing and pouring chemicals. Cartridge also conserves developer by returning it to air-tight container at the



flick of a lever when the copier is not in use. The 909 produces high contrast black-on-white copies from any type of original up to 9″ wide by any length. It copies all colors. Reproductions are permanent and unaffected by heat, light or humidity. **For More Information Circle No. 114.**

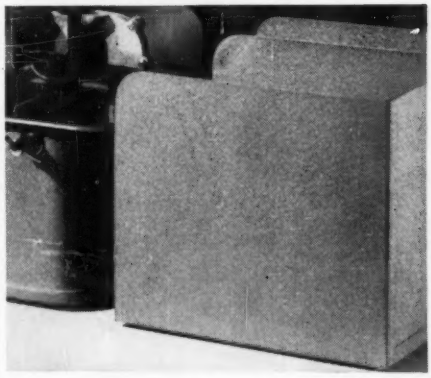
SHELF FILE LABEL HOLDERS

Charles C. Smith, Inc., 413 Exeter Ave., Exeter, Nebr., announces shelf file label holders for use in a vertical position. Labels can be conveniently read horizon-



tally. Existing pressboard guides and file folders can be used when converting to shelf filing by applying these label holders to sides of guides and folders. Holders re-

USED or ABUSED SURFACES ...like new in Minutes!



Now!...SPRAY ON a wrinkle finish you can feel as well as see!

In minutes, without specialized or expensive equipment, you can restore the same rich-looking wrinkle finishes that are baked onto the most expensive machines, appliances and electronic equipment. Take your choice of nine quality colors and textures for easy touch-ups or complete refinishing jobs. Easy to use; dries in less than an hour to a hard, durable finish.

ILLBRONZE BRAND

See your local paint dealer or write:
ILLINOIS BRONZE POWDER CO. Chicago 16, Ill.

For More Information Circle No. 260

SYNTRON

VIBRATORY
BUSINESS FORM
JOGGERS

—ease all
your paper
handling jobs

Syntron Business Form Joggers increase paper handling efficiency at every operation—preparing mail for opening, aligning invoices, punch cards, statements, cancelled checks, salesmen's reports, and other office materials. Eliminate slow manual jogging, speed office work by the use of simple vibration rheostat controlled for easy, instant adjustment.

Simplicity of design assures long dependable service life with very low maintenance.

Syntron Business Form Joggers are fast (3600 vibrations per minute), efficient, and effective—tilting rack model available with two, three, or four bin dividers.

Write for detailed information today.

61-PJ-5

SYNTRON
SYNTRON COMPANY
715 Lexington Avenue
Homer City, Pa.

For More Information Circle No. 262

main firm on divider materials, but can be adjusted easily to any position. Wide label inserts take five typewriter spaced lines. Available in two sizes: 3″ long by 1″ wide and 2″ long by 1″ wide. Labels come in perforated sheets for easy typing. Plastic label protectors are furnished with the holders. **For More Information Circle No. 150.**

HORIZONTAL CAMERA

M. P. Goodkin Co., 112 Arlington St., Newark 2, N. J., announces the Horizontal 24″ process camera for line and halftone negatives, Gevacopy negatives and Ektalith transfer paper up to 20″ x 24″. Full size newspaper copy can be photographed in any direction, while 8½″ x 11″ jobs can be shot four-up. A special Goerz

lens provides a 3x to ⅓ enlargement-reduction range. Can be used inside darkroom or installed so focal plate is inside and copyboard projects outside. Chain and sprocket drive moves lens and copyboard platens over rack and pinion track system. Calibration controls are at the focal plate and alongside track, allowing adjustments from within or without the darkroom. Six 3200 Kelvin color-corrected 300-watt lamps, in reflectors which rotate 360°, travel with copyboard, providing even illumination throughout entire enlargement-reduction range. Lamp housings are air-cooled. The Horizontal 24″ comes complete with stand and vacuum back,

wastebaskets look better, last longer!

Contemporary design fashioned from rugged armored fiber glass—key to Fiberlite's new look that lasts! This material laughs off strong caustics . . . cleans easily . . . won't stain, rust or leak. And pigmented all the way through for permanent color. It's next-to-impossible to chip or scuff. Dress up your office with Fiberlite . . . in decorator colors to match.

*See your G/W dealer for the complete line of "Secretary Approved" office accessories or write us direct. Dept. X-12.

GLOBE-WERNICKE

THE GLOBE-WERNICKE CO.
NORWOOD, CINCINNATI 12, OHIO

For More Information Circle No. 380

NO SHELVING NEEDED!
STAXONSTEEL employs an engineering principle to combine the strength of steel with the economy of corrugated board. The steel supporting frame gives the drawer equal support front, back and sides. For long term economy there is no better record storage drawer than STAXONSTEEL. Five standard stock sizes available.

Send for FREE "Manual of Record Storage Practice" telling you how long to retain or destroy business records PLUS our complete catalog of Special Record Storage Filing Equipment.

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Record Storage Specialists Since 1918
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Please send, without obligation, my FREE manual of Record Storage Practice PLUS new, complete product catalog.

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For More Information Circle No. 269

pump and motor, and is only 72" long. A smaller model, the Horizontal 18", will expose, inside or outside of darkroom, line and halftone negatives, Gevacopy Rapid negatives and Ektalith transfer paper up to 14" x 18". **For More Information Circle No. 164.**

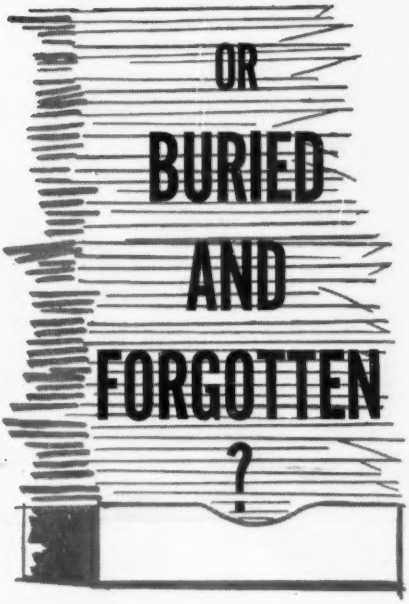
PAPER SHREDDER

Industrial Shredder & Cutter Co., 103 Mill St., Salem, Ohio, announces addition of a window which allows safe, constant, visual inspection of the shredding action while machine is in operation. The window can be removed quickly by the turn of a knob for removal of any stray shreds and to clean the rollers of dust or foreign matter. Unusual situations, such as improper feeding of tramp material, can be corrected immediately. The

Auto-Shred is designed for automatic use in offices for efficient and safe destruction of confidential materials. It is fully automatic in operation and loads up to 100 sheets of paper at one time in the feed hopper. Will handle any type of paper in any length and widths up to 10". It cuts pins, paper clips and staples without damage to shredding discs. Geared drive provides added power for cutting heavier papers, and allows using a standard ⅓ hp motor which can be plugged into any 115-volt AC outlet. Housed in a sound-

ON TOP...

The first impression a letter makes on a customer or prospect determines its position in the pile . . . on top, or buried and forgotten. To make sure your company correspondence stays on top for decisions that mean action, ask your printer or paper merchant about new Parsons King Cotton Bonds, the prestige papers for business. Let your printer know your needs . . . time correspondence should last, prestige impression desired, corporate watermark importance, design and color requirements. You name it and your printer can supply the answer to keep your company on top with new styles, new whites and new King Cotton Bond Papers by Parsons.



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YOURS: Outstanding Letterhead Design Portfolio — created by the Advertising Design Department of world-famous Pratt Institute — on Parsons King Cotton Business Papers. Write on your business letterhead for Portfolio Number 132

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PARSONS BOND ●	100%
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NATIONAL VULCANIZED FIBRE COMPANY
PARSONS PAPER DIVISION HOLYOKE, MASSACHUSETTS

NVF

For More Information Circle No. 388

COMPUTER
RIBBONS
RE-INKED
1403 Chain Printer
Univac • RCA 501
PRICES ON REQUEST
H. M. STORMS COMPANY
561 Grand Avenue, Brooklyn 38, N. Y.
For More Information Circle No. 273

See
HELLER ROBERTS
• ROBERTS Numbering Machines
• AMERICAN Perforators
• HELLER Staplers, Tackers
• FASFORM Formed Wire Products
BROOKLYN, N. Y. CLEVELAND, O.
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BOTTOM LINE
CARD HOLDER
Controlled Front Feed Stop Gives Precision Alignment
For fast, accurate typing of bottom line index on all visible cards
10 Card sizes—
$2.00 to $2.45
PALSON MFG. CO.
280 Main St., Worcester 2, Mass.
For More Information Circle No. 275

SORTKWIK®

Your Stationer has SORTKWIK or will stock it for you. Only 50c each.
For More Information Circle No. 276

proofed reinforced fiberglass case, it is furnished as desk model (illustrated) or with matching, enclosed, portable stand containing a large aluminum bin for holding approximately seven wastebaskets of shredded material. **For More Information Circle No. 121.**

BALLPENS

Venus Pen & Pencil Corp., 50 West 44th St., New York 36, N. Y., reports that office managers and purchasing agents can test, without buying, three special-purpose Venus Ball Pen-cils. Reproducing, Super-fine and Eraser-tipped Ball Pen-cils are included without charge in the three-dozen package of Venus Ball Pen-cils.

The test Pen-cils are visible so they can be removed for distribution to proper departments for trial. Reproducing Pen-cil is for work on all reproducing machines; Super-fine is for auditors, bookkeepers, stenographers and people who like fine points; Eraser-tipped is for general writing. All Ball Pen-cils have the Venus camel or super-camel patented ink cartridge for more writing mileage. **For More Information Circle No. 127.**

PAYROLL TAX CHART

Colonial Pay Systems, 199 Lafayette St., New York 12, N. Y., offers an inexpensive tax chart for rapid, "at a glance"

"This one's on us"

If you are still using Pen and Ink Bookkeeping methods, here is an unprecedented no cost, no obligation opportunity to post Accounts Receivable FREE for thirty days on the compact, inexpensive Monroe President. Discover exactly how much money this accounting machine can save you . . . without spending a penny.

We are so certain that the Monroe President can cut your accounting costs that we are willing to make this unprecedented offer:

Use the Monroe President to post Accounts Receivable—for thirty days—at no cost or obligation whatsoever. Free of charge, Monroe will supply the machine, the forms, the instruction necessary to transfer balances. Your operator can go on from there without a hitch. At the end of the month, decide whether or not the President can save you money. If so, keep it. We'll simply bill you its low purchase price. If not, call us. We'll pick it up and thank you for trying it.

Take advantage of this offer today. Simply fill in, tear out, and mail this coupon to us.

MONROE

Gentlemen: 0-12

Please deliver the Monroe President to my office for a FREE thirty-day trial. You understand, of course, that I assume no obligation to purchase nor to pay for the use of the machine.

Name_____

Title_____

Company_____

City_____ State_____

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For More Information Circle No. 374

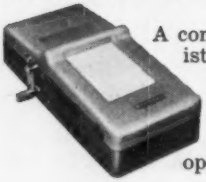
FLO-RITE continuous forms assure

- **Perfect Alignment of *all* interleaved forms**
- **Faster typing**
- **Easier separation**

The FLO-RITE tissue weight clasp embedded in each set of forms holds carbons and interleaves in positive position—they cannot get out of alignment. FLO-RITE forms cost no more!

Write for free FLO-RITE samples

AUTOGRAPHIC REGISTERS



A complete line of registers are made in a wide variety of sizes and designs — both manually and electrically operated.

Write for complete Register Catalog H.A.R.

THE HAMILTON
AUTOGRAPHIC REGISTER COMPANY

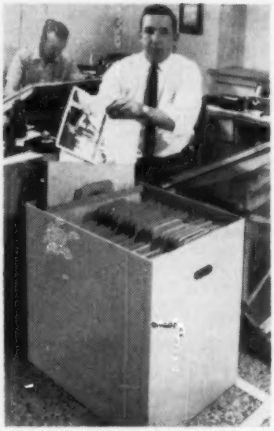
Hamilton, Ohio

For More Information Circle No. 259

reading of federal withholding and FICA (social security) taxes. It has tax figures for weekly wages from $12 to upwards of $200 and figures for both taxes are quickly visible in a single space less than 1″ wide. Changes for 1962 include the new FICA 3⅛% rate. Available with clear plastic cover, it retails for $2.25; $1.50 without cover. **For More Information Circle No. 149.**

TUB FILE

Clarkson Co., 724 Desnoyer St., Kaukauna, Wis. announces the Pro-File low-cost tub file, shipped completely assembled with 75 file envelopes 17″ wide x 22″ deep, ready for use on arrival. Cabinets are finished in office gray, have reinforced multi-wall construction, permanent suspension rails, detachable cover and flush handles for easy mobility and stack storage. File



envelopes are M.G. super-strength, hi-glaze northern kraft in golden tan. Each envelope is laminated to a sturdy die-cut handle and hanger. Handle suspension bar allows free hanging in Pro-File cabinet or hanging file envelope on suspended rod, for either application. Self-adhesive identification labels are furnished for the 75 envelopes. Pro-Files completely assembled are $27 each postpaid. **For More Information Circle No. 115.**

Kodak's $99.50 Verifax Bantam Copier, Model A, makes 5 dry copies from *one* Magic Matrix in a minute.

MAGIC MATRIX gives you the extra copies you need for less than 1¢ each!

Here's how you cut your copying costs as much as 50%. Cost of the first Verifax copy—including sheet of *Magic Matrix*—is less than 9½¢. But each *extra* copy made from *same Magic Matrix*—and you get at least four—costs less than 1¢! And *all* these copies are dry, easy to read, complete!

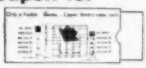
Get handy Copy-Cost Computer Set showing your savings with Magic Matrix and on-the-spot Verifax Copying.

Price quoted is manufacturer's suggested price and subject to change without notice.

Verifax® Copying

DOES MORE . . . COSTS LESS . . . MISSES NOTHING

FREE—Mail coupon for Computer Set to:



Eastman Kodak Company 213-12
Business Photo Methods Division
Rochester 4, N. Y.

☐ Check if you have a Verifax Copier.

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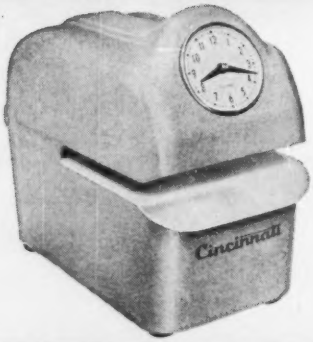
Company_____

Street_____

City_____ State_____

For More Information Circle No. 375

Cincinnati
TYM-an-DATER



AUTOMATIC TIME STAMP

- **DEPENDABLE**
- **ACCURATE**
- **FAST**

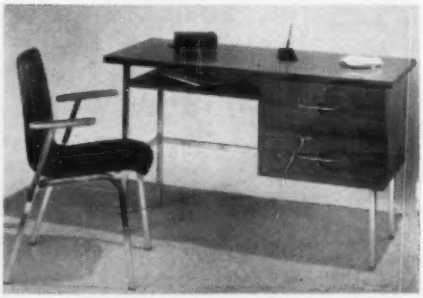
Exclusive, Geneva-geared drive for accurate time wheel placement. Heavy cast iron frame and case for utmost stability. Heavy duty Telechron motor. Feather-touch, internal trip switch for the lightest paper.—Assure you the finest, fully automatic time stamp. Available with or without visible indicating clock.

THE **Cincinnati**
TIME RECORDER CO.
1733 CENTRAL AVE.
CINCINNATI 14, OHIO

For More Information Circle No. 280

DESK & CHAIR

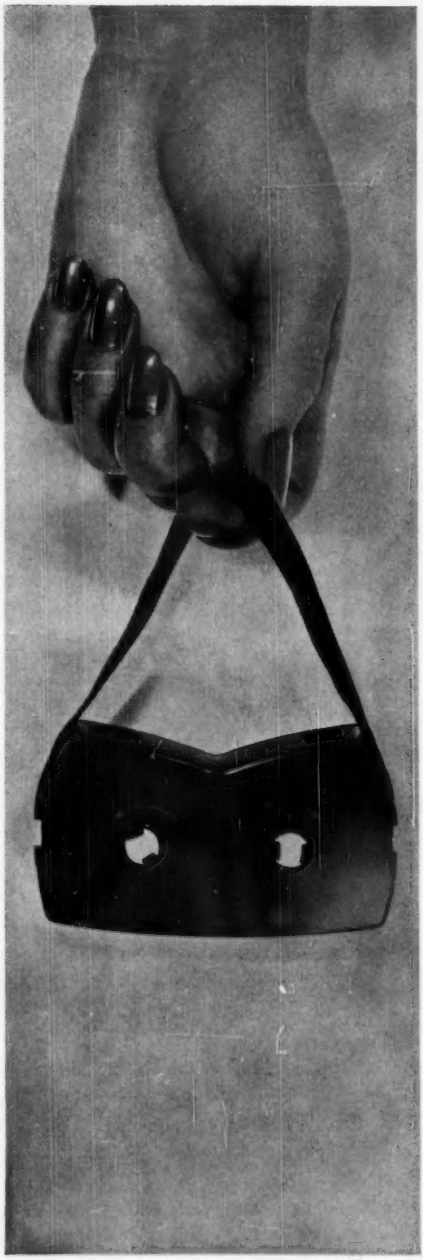
Howell Co., 434 South First St., St. Charles, Ill., announces an Encore desk with 20″ x 48″ walnut woodgrain plastic top in choice of three walnut shades. Drawer cabinet has a smooth plastic walnut finish on four sides to match top. Two drawers (20″ wide, 7½″ high, 18″ deep) have brassplated metal handles. Drawers



may be on right or left side. Storage shelf 18″ x 24″ below top for books and magazines. Square tubular ⅞″ legs in choice of satin chrome, bronzite and walnutone metal finish are welded together with cross braces. Sculptured seat desk chair A220 has molded plywood seat cushioned with layer of polyfoam, upholstered in choice of Naugahyde colors and screwed on square tubular frame. Solid walnut armrests harmonize with desk. The Encore group with square tubular frame includes many styles of upholstered armchairs, side chairs, stacking chairs, benches and tables. For color brochure No. 25, **Circle No. 129.**

REINFORCED DRILLED PAPER

Kimberly-Clark Corp., Neenah, Wis., has added two grades of sulphite paper with Mylar polyester film reinforced binding edge: Kimberly bond, and Paragon L duplicator paper, both white, Sub. 20. Energy bond is now made with a reinforced binding in white, canary, pink, blue and green. Sheets are 8½″ by 11″ with standard three-hole punching and square corners. **For More Information Circle No. 106.**



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AMERICA'S FINEST
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KLEAN-WRITE
SUPER·KEMLON
IS AVAILABLE FOR
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IBM SELECTRIC!

FRANKEL LEADS THE INDUSTRY— by proudly announcing the development of this extraordinary typewriter ribbon for the amazing new IBM Selectric.

AMAZING CLARITY OF WRITE— now for the new IBM Selectric typewriters, Klean Write Super Sheer, Super Kemlon ribbons to write sharper and clearer than ANY other typewriter ribbon—cotton, silk, Mylar or carbon!

AMAZING MIRACLE FABRIC— those who use the new IBM Selectric will prefer the ribbon that wears LONGER than ANY other ribbon on the market! The miracle fabric is treated with a unique chemical which permits the ribbon to absorb more ink—and last longer.

AVAILABLE IN ALL COLORS— The Super Kemlon Selectric ribbon comes in any color or combination of colors for both record and offset inking (offset ribbon in black only).

SEND FOR YOUR TRIAL ORDER TODAY!

Klean Write Super Kemlon Selectric Ribbon, 18 yd. length . . . $25.00 per dozen (retail price). Dealer prices quoted on request.

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Please send me a trial order of Klean Write Super Kemlon Ribbon. If I am not completely satisfied within 30 days I will return the unused ribbons and receive full credit.

DOZEN _____ COLOR _____ COMBINATION OF COLORS _____

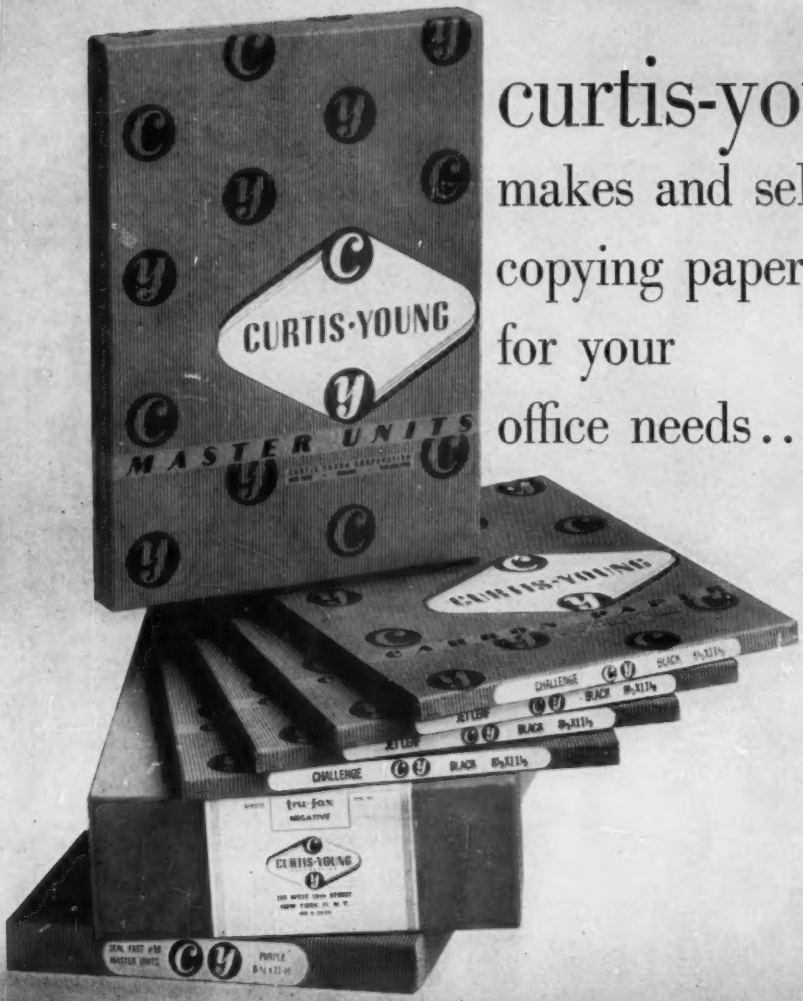
NAME _____

FIRM NAME _____

ADDRESS _____

CITY _____ ZONE _____ STATE _____

For More Information Circle No. 399



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Literature FROM THE MANUFACTURERS

GLASS TINTING AGENT

Sun-X International, Inc., Box 6565, Houston 5, Tex., offers a folder describing the uses and specifications of Sun-X, glass tinting material manufactured by Du Pont. The folder describes, through use of pictures, how Sun-X is applied to existing glass areas and reveals extent to which it reduces the transmission of heat, fade and glare. For a copy, **Circle No. 169.**

FILING GUIDE

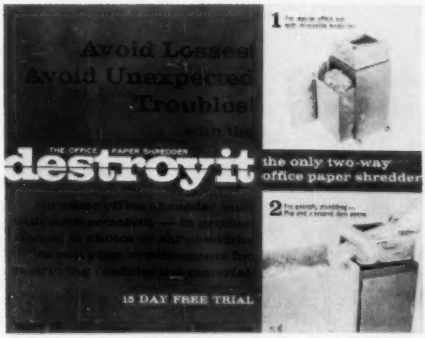
Globe-Wernicke Co., Dept. GWS-1, Cincinnati 12, Ohio, offers a booklet "33 Ways To Organize Your Record Keeping System to File Accurately; Find Quickly," which contains helpful hints for the experienced office manager as well as for the novice record clerk. In question and answer form, the booklet shows the reader step-by-step how to set up a filing system, and suggests ways to improve existing filing systems. For a copy, **Circle No. 171.**

STORAGE PLANNING GUIDE

Frick-Gallagher Mfg. Co., Wellston, Ohio, offers a 48 page catalog No. 720 which serves as a guide for selecting space-saving, cost-cutting storage equipment for industry, warehouses, institutions and business. It contains descriptions, illustrations and specifications for the complete line of equipment for storing everything from the smallest parts to palletized loads, also provides information on storage planning. Illustrations include photographs of Rotabins, bulk storage Rotabins, Klip-Bilt boltless shelving, standard parts bins, carton and bulky parts racks, pallet and heavy parts racks, Quick-Bilt parts bins, and their applications. This two-color catalog can be used as a guide to lay out an efficient new storage area or to plan a revision or expansion of present facilities. For a copy, **Circle No. 177.**

PAPER SHREDDER

Michael Lith Sales Corp., 145 West 45th St., New York 36, N. Y., describes its Destroyit two-way paper shredder in a two-color brochure. There are four models: No. 1 MM gives shreds of 3/64″ and costs $395; No. 2 MM gives 3/32″ shreds, costs $295; No. 4 MM gives 3/16″ shreds, costs $295; No. 6 MM gives ¼″ shreds, costs $295. The Destroyit has one



door for average shredding, using the removable bin. There is a second door that can be opened for bulk shredding. Model 6 MM will destroy over 125 lbs. of paper or card stock in one hour. Cutting mechanism and motor operate on ball bearings enclosed in an all-metal housing. Paper clips and staples do not damage the mechanism. Machine rides on casters and can be easily moved. For a copy, **Circle No. 181.**

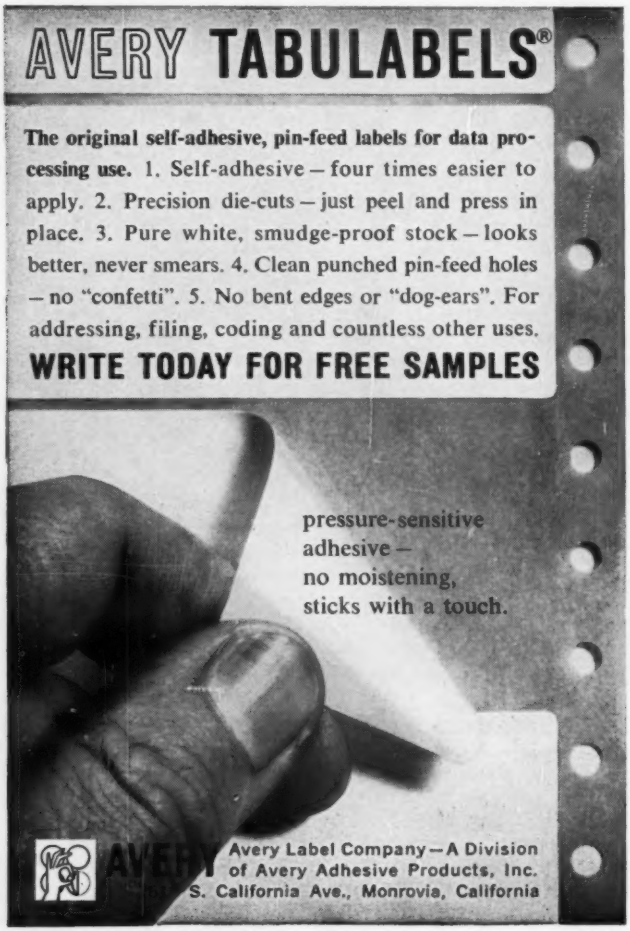
OPTICAL SCANNING

Farrington Electronics, Inc., 7019 Edsall Road, Alexandria, Va., offers a 12-page, two-color brochure describing its optical

scanner. Explaining how the machine works, it tells what and how it reads, explains its programing and gives suggestions for making the best use of scanners. The booklet is illustrated with photographs and drawings. For a copy, **Circle No. 178.**

ELCTRONIC COMPUTER

Bendix Computer Div., 5630 Arbor Vitae St., Los Angeles 45, Calif., offers a revised 19-page booklet describing the G-20 computing system. Included is a description of the DC-11 Data Communicator which has increased the work capacity of the system four times. The DC-11 relays data between the G-20 memory and input/output devices. Diagrams illustrate various systems for the G-20 and an explanation of programing and command structure, including examples, is provided. For a copy, **Circle No. 183.**



For More Information Circle No. 279

STENCIL DUPLICATING SUPPLIES

Milo Harding Co., 500 Monterey Pass Road, Monterey Park, Calif., illustrates Tempo Pink stencils in color in Catalog 4113. In addition to Tempo Geha

paste ink stencil duplicators in a special center folder, nearly 400 products are described or illustrated, including a choice of over 100 stencils for every duplicator and pur-

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For More Information Circle No. 201

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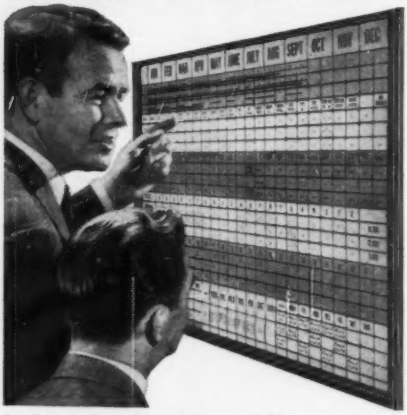

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For More Information Circle No. 335

3 PHONE PROBLEMS SOLVED

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2. Quieting the office.
3. Better hearing—noisy places.

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
HUSH-A-PHONE
72 Madison Ave.
New York 16

For More Information Circle No. 344

pose. Tempo and Jetdry paste and liquid inks in black and colors for every make of stencil duplicator are also fully described. Other products include Tempo Scopes and stencil art tools, Tempolith mechanical negatives, and other supplies. For a copy, **Circle No. 175.**

TAX ACCOUNTING

Charles Bruning Co., 1800 W. Central Road, Mt. Prospect, Ill., offers a 16-page booklet, "Time Saver for Tax Accountants," a quick reference guide to the latest ideas for work reduction in preparation of tax returns and schedules. It describes in detail various types of work-saving tax schedules and forms, copying equipment and related items, all geared to speeding tax work. For a copy, **Circle No. 122.**

OFFSET PRESS

American Type Founders, Dept. 284P, 200 Elmora Ave., Elizabeth, N. J., offers an eight-page booklet describing the ATF 1015 Offset Duplicator. It is a compact, low-cost office duplicator designed for direct image typing or halftone reproduction of black and white or color work. It will accommodate stock from 3″ x 5″ to 10″ x 15″ and from 11 lb. bond to government postcard (.008) in weight. For a copy, **Circle No. 180.**

FILE INDEX INSERTS

C. J. Aigner Co., 426 S. Clinton St., Chicago 7, Ill., offers an accordion-fold brochure incorporating an actual sample of Aico index inserts. The brochure challenges typists to a 30-second test to show how the insert cuts typing time in half. In addition, it illustrates the wide range of insertable indexing products which may be used in conjunction with the inserts. For a copy, **Circle No. 168.**

WHITEPRINTER

Ozalid Div., General Aniline & Film Corp., Johnson City, N. Y., offers a four-page bulletin describing and illustrating

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New Low Price!

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NOW ONLY **$249.50**

TO-DAY'S BEST DICTATING MACHINE VALUE!

SAVE AS MUCH AS $140

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QUALITY!!! UNCONDITIONALLY GUARANTEED—1 YEAR

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MICROPHONE CONTROL	Dictate, Listen, Return on Mike			
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TELEPHONE	Perfect Telephone Recording			
DISC IN FOUR COLORS	REX EXCLUSIVE—Ideal for Work Separation—Rush Dictation			
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BUILT-IN SPEAKER	REX EXCLUSIVE—Switch for Private Mike or Room Volume Playback. (Secretary can also transcribe without use of head set.)			

REX-RECORDER

National Distributors ADM Business Machines

AMERICAN DICTATING MACHINE COMPANY, INC.

51 West 45th Street • New York 36, N. Y.

Exclusive Franchises available for Select Qualified Dealers

For More Information Circle No. 398

design and operating details of the latest model Streamliner 400, Ozalid's 42″ capacity budget-priced whiteprinter. Described is the jet injection developing system that insures even distribution of vapors along the entire length of the developing unit, and the splash-proof design that eliminates streaking, guarantees dry, immediately-usable copies. A cross-sectional diagram shows Ozalid's exposure unit in which 21 matched printer belts maintain tight contact of the original and copy across the entire width of the 6″ diameter exposure cylinder. For a copy, **Circle No. 170.**

DATA PROCESSING

Friden, Inc., Promotion Planning Dept., 97 Humboldt St., Rochester 2, N. Y., announces that, redesigned and enlarged with additional data processing applications for its sixth edition, "IDP Products

Waiting for the mail

permits rest & recreation!

Anything to pass the time! Until the mail is opened and distributed in the morning, work doesn't really start in most offices. Which is why a MailOpener is such a good investment in even a small office—in time saved, and an earlier start for the business day.

• A MailOpener snips a hairline edge off an envelope, leaves contents intact. Opens big or little envelopes, any weight of stock. Faster, neater, more efficient than opening mail by hand.

• Three models: LH, hand operated; LE, electric, semi-automatic, for medium mail volume; or the Model LA, electric, automatic, high speed MailOpener. Ask the nearest Pitney-Bowes office for a demonstration—no obligation. Or send for free illustrated booklet.

FREE: *Send for handy desk or wall chart of latest postal rates, with parcel post map and zone finder.*

Pitney-Bowes
MAILOPENERS

PITNEY-BOWES, INC.
3466 Walnut Street, Stamford, Conn.

... originator of the postage meter...
149 offices in U.S. and Canada.

For More Information Circle No. 268

in Action," presents 32 pages of systems applications involving its tape-operated business machines. Full-page illustrations and concisely written explanations eliminate the need to understand the complexities of systems work which often confront the layman, yet it will still serve the specialist as a handy reference. Friden machines, such as Flexowriter, Teledata, Collectadata, Add-Punch and Computyper are shown handling order-invoice, data collection, MICR check, insurance policy, and library card preparations, accounting and auditing procedures, and many more. **For a copy, Circle No. 173.**

DUPLICATING SUPPLIES

Repeat-O-Type Stencil Mfg. Co., 153 Coffey St., Brooklyn 31, N. Y., offers its catalog featuring a complete line of stencil and spirit duplicating supplies, including the E-Z-C stencil which is carbon cushion interleaved for added convenience. For a copy, **Circle No. 174.**

ELECTRIC STAPLERS

Staplex Co., 775 Fifth Ave., Brooklyn 32, N. Y., offers a brochure, "More than 100,000 Businessmen Can't Be Wrong . . . You Save Money with Staplex Automated Electric Staplers." Although the S-54 Model is featured, 12 basic models are described. It shows why there are no knobs to turn or buttons to push, enabling untrained workers to staple at once. Staplers use standard ¼" staples and reload in seconds. For a copy, **Circle No. 176.**

COMPUTER
RIBBONS
RE-INKED
1403 Chain Printer
Univac • RCA 501
PRICES ON REQUEST
H. M. STORMS COMPANY
561 Grand Avenue, Brooklyn 38, N. Y.
For More Information Circle No. 265

NEW FEATURES ENHANCE FINEST, FASTEST ERASING!

TRIG-TEMPERED BRUSH

Big, springy brush of *live*, (never lazy!) strong bristles. Cleanly speed-whisks away erasure crumbs. No smearing. No smudging.

COLORFUL, TIGHT-GRIP BLUE PLASTIC FERRULE

Prevents "shedding". No drop-out of bristles.

Latest style Graypoint No. 3650 Is so new that there wasn't time to photograph it for this ad. (Last year's style illustrated). Modern as the newest typewriters. Exceptional, for every secretary who takes just as much pride in her erasing as she does in her typing.

GET THE POINT as you can

ONLY WITH GRAYPOINT

Luxury gray rubber core in pencil-like wood casing. Sharpens in a pencil sharpener, or with a knife—to a point that quickly 'picks-out' letters, words, sentences, so cleanly that you'll never notice the erasure. Won't roll off desks. Delight your secretary, save her time, by giving her Graypoint Erasers.

ASK YOUR STATIONER FOR WELDON ROBERTS GRAYPOINT ERASERS

WELDON ROBERTS RUBBER CO.
365 Sixth Avenue Newark 7, N. J.
World's Foremost Eraser Specialists

Weldon Roberts Erasers
Correct Mistakes in Any Language

For More Information Circle No. 267

NEWS OF THE Office

Code of Business Ethics

Alpha Kappa Psi Foundation, nonprofit foundation established by Alpha Kappa Psi, national professional business fraternity, announced awards for a Personal Code of Business Ethics. Eligible are students and faculty of schools or departments of business, economics or industrial management, or their graduates, who are citizens of U. S. or Canada. Each code submitted must be an original composition, not more than 2500 words but brevity is desirable, applicable to the business student or businessman. Each entry should stress those ideals of personal and professional business conduct to be observed by the individual in order that he may be a credit and an asset to business, community and nation as a businessman and a citizen. Typed entries, double-spaced, dated and signed by the author with his occupation and address should be received by Alpha Kappa Psi Foundation, 111 East 38th St., Indianapolis 5, by June 30, 1962. Awards will be announced on or before Jan. 1, 1963: 1st place, $300; 2nd place, $200; 3rd place, $100.

1962 National Business Show

The National Business Show at the New York Coliseum, June 4-8, will have as its central theme, "Copying Machines —New Pivot of Greater Business Efficiency," according to Robert C. Walter, managing director. An institute on copying machine applications, problems and solutions will be presented by National Office Management Assn. Oldest of the business machine shows, the National Business Show will be presented in a new format as the Administrative Equipment & Services Exposition, and will feature all types of business machines and services. The institute is co-sponsored by the Office Executives Assn., N. Y. NOMA chapter.

One-Check Payroll Plan

A service which enables a company to handle its payroll with a single check is offered by commercial banks, according to the American Bankers Assn. Instead of getting cash or checks, employees have their pay credited to their checking accounts. Vouchers showing gross pay, deductions and net pay are distributed either by the employer or the bank. Some companies make full utilization of the bank's payroll processing facilities for a set fee. More common, however, is for the company to send a payroll check with payroll cards or list of employees and other necessary information to the bank which credits employees' accounts without charge. All personnel need not participate in the plan. Some employees prefer being paid as before, or employers may use the plan for only certain groups of employees. Employees who wish to keep their checking accounts at a different bank can write a check against their account at the payroll bank and deposit it in their own bank.

Navy Tests EDP for Payroll

The Navy is testing the NCR 390 for payroll work. Only one human operation is needed to process a Navy pay record which now requires many manual operations. Norwood P. Cassidy, assistant controller of the Navy, launched the test at the Anacostia Naval Station and tests also are being made at the Philadelphia disbursing office. Equipment will periodically provide every man with a financial statement showing base pay and amount added or deducted for allotments,

New Royaltyper™ turns out personalized form letters all by itself

No matter how large your mailing is, the Royaltyper types every letter in a completely personalized way: in address, salutation, typing quality, even to personal references in the body of the letter.

Royaltyper is a typewriter . . . but a very special one. It's automated . . . does its work all by itself. All a typist has to do is type the first letter on its regular standard typewriter keyboard. This automatically punches the tape (and frees the operator to do other office work). Then the machine takes over . . . at over 100 words per minute . . . all day long. Number of copies: Unlimited. Speed: 3 to 4 times faster than the operator.

No need to pay the high cost of manual typing. Royaltyper does the job for you . . . faster, better, more economically. Get all the facts (and the advantages) of Royaltyper. Call your nearest Royal McBee office, or send us the coupon below. Royal McBee Corporation.

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ROYAL®
SPECIALISTS IN BUSINESS MACHINES

To: Royal McBee Corporation
850 Third Avenue
New York 22, N. Y.

Please send me full information on the new Royaltyper

NAME _____

POSITION _____

COMPANY _____

ADDRESS _____

For More Information Circle No. 277

GC PRECISION PUNCHING CAN HELP YOU DO A BETTER JOB IN THE TAB ROOM

HERE'S HOW...

Your tab room will run more smoothly because of what we carefully *take out* of GC Data Processing Forms — the marginal punches.

GC punches are *accurately spaced and aligned.* No off-register punches to make a form jam or jump the track when a printer is going full tilt. With GC there can be no cumulative error or creep as succeeding sets of forms run through your machine.

GC punches are *clean* and leave no "confetti" behind. Confetti (the paper discs that are punched out) can block the transfer of data by getting between the carbon and the form. GC removes the discs as soon as they're punched to eliminate this problem.

We inspect our forms — and inspect them carefully — to make sure that the holes are accurately spaced and in perfect alignment. We take similar care with any file hole punching you may require.

We win friends with our wide selection of paper, too, and with our carbons, inks and construction techniques. Write us today for the name of the GC Forms representative nearest you.

DATA PROCESSING FORMS

Manufactured by:
CLARKSON PRESS INC.
189 Van Rensselaer St., Buffalo 10, N.Y.
A Subsidiary of
GRAPHIC CONTROLS CORPORATION

For More Information Circle No. 400

taxes, housing and over 50 similar items. Previously, Naval personnel did not get this breakdown unless they requested it. The electronic pay record can be processed manually aboard ship as well as by computer ashore. Approximately 250 orders have been received for the 390 computer, Robert S. Oelman, president, National Cash Register Co., announced. A typical system sells for $69,500 and rents for $1725 a month.

Computer Service in Texas

General Electric's Computer Dept. will open an information processing center near Dallas next July to serve Texas and the southwest. Clair C. Lasher, department general manager, said the center will be on the ground floor of a two-story building to be erected four miles northwest of Dallas, and will feature the GE 225 general purpose computer, tape units, high-speed document handlers and other peripheral equipment. According to Mr. Lasher, the center will be first in the area to offer MICR for banks and other businesses desiring source document input to the computer. This is one of six centers to be opened by GE during 1962. Others will be located in Chicago, Washington, Schenectady, N. Y., Sunnyvale, Calif., and New York. Two are now in operation at Computer Dept. headquarters in Phoenix, Ariz.

Computer Users Elects

W. G. Tower, Smith, Kline & French, Philadelphia, heads the Cooperating Users Exchange (CUE), an organization of Burroughs 220 computer users, during 1962. Mr. Tower, programing manager of his firm's office operations department, succeeds R. C. Lesser, director, Cornell University Computing Center. Other officers are A. P. Jensen, Georgia Institute of Technology, Rich Computer Center, Atlanta, vice president; and R. E. Keirstead, Stanford Research Institute, Menlo Park, Calif., secretary. Executive board members are V. E. Whittier, Dow Chemical Co., Midland, Mich.; I. J. Werner, U. S. Geological Survey, Washington, D. C., and Merle D. Courson, First National Bank of San Jose, Calif.

Map Philadelphia on Tape

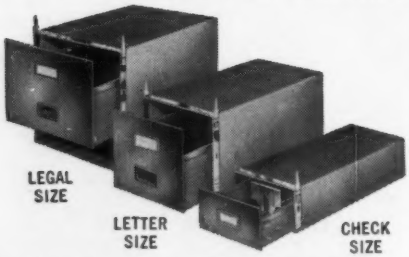
Philadelphia is using automated record keeping to map neighborhood improvement and urban renewal programs. Records of some 70,000 buildings already are on two rolls of ½" magnetic tape, 15" in diameter. Eventually, information on all 570,000 Philadelphia buildings will be on tape. Data on tapes relate to structures' conformance with housing, building, plumbing, zoning and fire laws. Commercial, industrial and residential properties are included, organized according to census tracts, block-by-block. Measures of housing quality, and numbers of occupants and dwelling units are included for the residences. The tapes, so far, chiefly reflect conditions in the central urban renewal area and other older sections where inspectors have surveyed door-to-door since 1958 to uncover health and fire hazards. (See photo on page 56.)

W. A. Faour (left), regional manager, Smith-Corona Marchant, Inc., gives acting Mayor Theodore Stubbs check for $150 from German workers in SCM's West Berlin plant for Galveston's hurricane relief fund. G. F. Hartwell (right) is SCM's Houston representative.

STORE 'EM
PRONTO
FILE 'EM
PRONTO
FIND 'EM
PRONTO

Free your expensive files by transferring your old records into low cost Prontos and use your expensive steel cabinets over and over again.

20 DIFFERENT SIZES
a size for every office record



Find out why top companies everywhere use PRONTO STORAGE CABINETS for their old records. Fill in the coupon below and attach it to your letterhead . . . We will arrange a Pronto Demonstration at your convenience.

PRONTO FILE CORPORATION
415 Madison Avenue, New York 17, N. Y.

☐ Please send me your latest Pronto catalog.
☐ Have your representative call for demonstration.

Name_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 299

Hints on Printing

(Continued from page 98)

It should perhaps be limited to vice presidents and those holding equivalent or higher rank.

5. To gain the prestige of engraved business cards, without the expense, you might resort to engraving the *base card* only. Have a large lot of cards die-stamped with the company name, address and logotype from engraved plates in one or two colors. The name and title of the employee is then thermographed on each lot of cards as the individual orders come up. This is less expensive than engraving dies for that purpose. There will always be employee turnover and title changes. Of course, you can use completely thermographed cards, but perhaps you will lose something when you do this. Some companies effect a compromise by having fully engraved business cards for all executives above a certain level, while all other "card carriers" get thermographed cards.

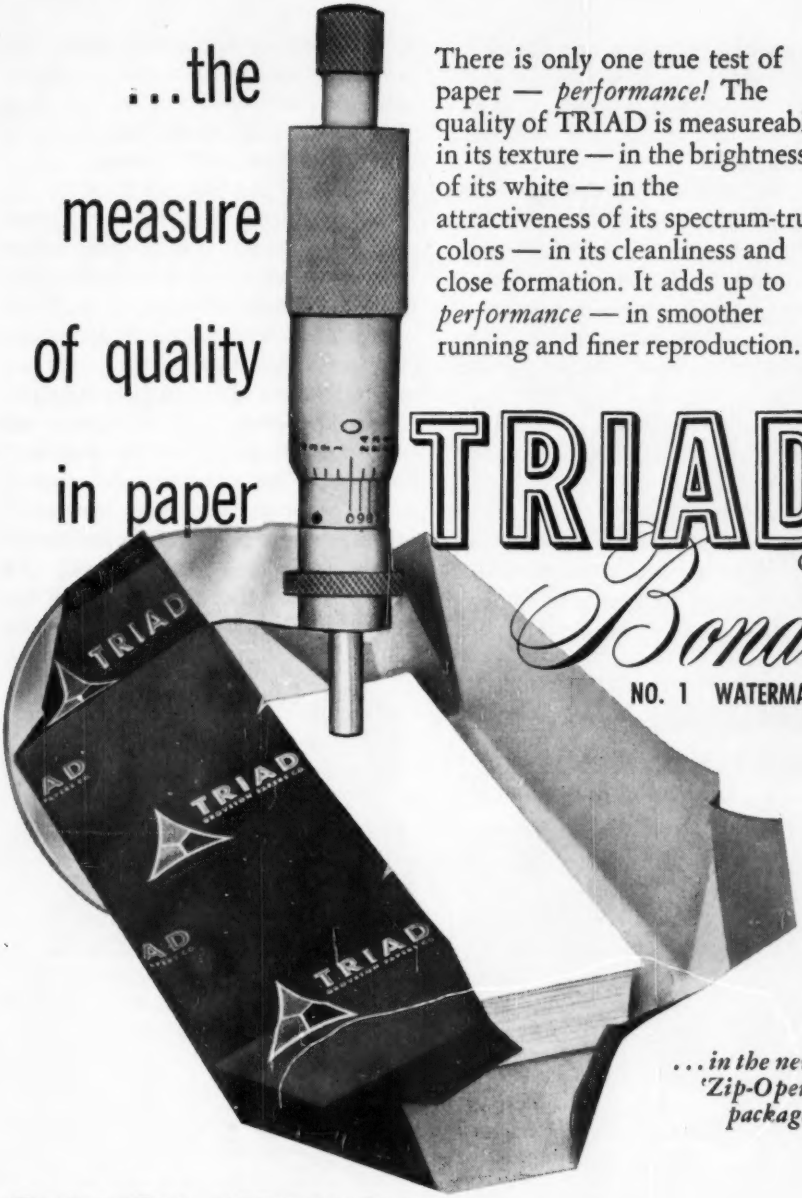
6. When you design business cards or have an artist design them for you, avoid specifying unusual hand-set (foundry) type. Stick to machine-set faces. Engraver's pantagraphs cover most common faces. If you decide on trick type faces it means you must have a pantagraph made up specially and this may be very expensive. Usually, you are the only one who will require that unusual face and the engraver may find it useful only for your company unless he tries to push it into other companies. If that presents a problem to the engraver, think what it does to the poor thermographer whose entire

...the measure of quality in paper

There is only one true test of paper — *performance!* The quality of TRIAD is measureable in its texture — in the brightness of its white — in the attractiveness of its spectrum-true colors — in its cleanliness and close formation. It adds up to *performance* — in smoother running and finer reproduction.

TRIAD® *Bond*

NO. 1 WATERMARKED



...in the new 'Zip-Open' package.

GROVETON *Papers Company*

GROVETON, NEW HAMPSHIRE

A note to us on your letterhead will bring you samples plus the name of your nearest dealer.

For More Information Circle No. 394

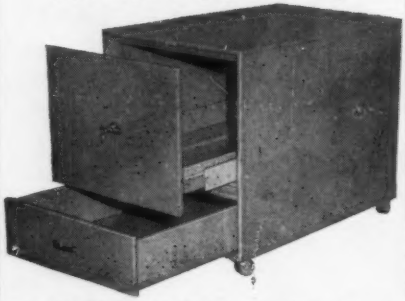
process and low prices are based on machine-setting the type for your card.

7. To order thermographed or engraved business cards and stationery you might find it practical to use a special order form with check boxes and preprinted information for rapid fill-in. Have a card layout drawn right on the form. It is too costly to write separate purchase orders for items of that nature, when each order amounts to only a few dollars. Blanket orders, or contracts, with simple, handwritten releases, offer the best method of handling such low cost, but high volume, purchases.

8. Personalized memo pads are a headache to practically every company. They become *scratch pads*, pure and simple. If someone wants his name or initials at the top of his scratch pads, he is doubling or tripling their cost. How long does it take to write out your name or your initials? Take a look at the next such note you receive written on a personalized scratch sheet. Chances are the individual signed his name or initials anyway! So why waste money on them? Yet few companies face up to the situation and absolutely forbid personalized memo pads. They try to "live" with them. If your company takes that easy way out, you can minimize the cost of such "frippery." Make the people wait for them until such time as pads can be gang-run. Standardize the size and color, as well as the paper stock so they can all be printed at once. Some companies eliminate padding and run the job from paper offset masters, four-up. They furnish plastic holders for the

EVER-SAFE Portable Insulated LEDGER FILE

No heavy lifting of filled trays



FIRE PROTECTION at point of use.

Special Features: New Keylocking "T" handle with 2-point locking. Drawer extends 29½" clear of cabinet on extra heavy duty suspensions. Write for complete information and prices.

EVERSAFE CO. Div. Schwab Safe Co. Lafayette, Indiana

For More Information Circle No. 361

Every Secretary Needs a Scotty COPY HOLDER

Saves time
Increases accuracy
Saves your eyes
Lasts for years

Copy Holder $14.95
Lucite Magnifier 3.95

Sample Offer
Holder & Magnifier ppd. 9.50

America's finest all-around Copy Holder. Holds a sheet or a book. Sits firmly on desk at reading angle.

Scotty Engineering Company
78 First Street, San Francisco 5, California
DEALER INQUIRIES INVITED

For More Information Circle No. 362

4¼" x 5½" loose sheets.

Some buyers of printing have their printers furnish them with free, personalized pads. It shouldn't be encouraged nor should it be taken advantage of. Even if he doesn't know it, his company is paying for them, one way or the other!

9. Standardize your letterhead stock. No. 1 sulphite 16 lb. bond is perfect for internal correspondence, while 25% rag, 20 lb. bond seems to be universally accepted for external letterheads. The former is lighter in weight and saves postage when bulked up for intra-company mailing and the No. 1 sulphite stock gives good erasability. The outside letterhead needs the extra weight and the rag content for added snap and "feel."

How to Delegate

(Continued from page 75)

logically fall to any one employee, but which must be assigned specifically, provides an excellent opportunity to look for latent abilities, test the problem employee, train a worker in something unfamiliar, uncover leaders and demonstrate confidence in workers.

Once a job is assigned, do not change the signals. Let the project run its course as planned. When asked a question by the person to whom you have assigned a job, don't step in and personally do the work just because that may be easier than explaining it all over again. If you do, you'll soon be doing all the work while your people stand by, willing to let you do it. Then who ends up with the nervous breakdown? The world is full of willing

finding and filing *takes just Seconds*

with BARKLEY TAB GUIDES

Modern offices use Barkley Tab File Guides because they make the job so easy. How? Well, each tab is both angled and magnified—takes only a glance to find the file you want. And Barkley Tabs are durable—stand up under constant use for years. The next time you make up your supply list . . . *be sure to add Barkley Tab File Guides . . . at the top.*

At all leading stationers.

C. L. BARKLEY & CO.

1220 W. VAN BUREN ST. • CHICAGO 7, ILL.

For More Information Circle No. 301

What's new in duplicating supplies?

CARTRIDGE & INK!

In black or colors, Sure-Rite offers the first 100% American-made ink and cartridge for Rex Rotary M-4 BDC machines. Write for details!

American Stencil Mfg. Co.

If it's new, Sure-Rite has it! • Denver, Colo.

For More Information Circle No. 302

A **MUST** FOR EVERY ADMINISTRATIVE EXECUTIVE!

The Most Helpful New Systems Book In Years!

THE PLAYSCRIPT PROCEDURE

A NEW TOOL OF ADMINISTRATION

*by Leslie Matthies**

Playscript **is an effective new technique on how to write better procedures.**

Very likely you understand the procedures you write—but does your staff, your subordinates, the people you wish to instruct? Chances are *no,* according to nearly all systems research which indicates procedure writing as the most stubborn and difficult problem of all administrative tasks.

A procedure *should be* simply a document that tells people how to proceed to do their work. The great majority miss the mark. They are dull, verbose, rarely updated. Consequently they are not used and fail in the basic object of a procedures manual—Constructive Action.

***Playscript* gets results.**

Just a few of its advantages: clear • easy to write • readable • shows up empire building • enormous time-saver • spotlights duplication of effort

encourages enthusiasm and participation of colleagues

With today's volume of paperwork, systems executives will find THE PLAYSCRIPT PROCEDURE compulsory reading. Follow it and you cannot miss increasing the administrative efficiency of your organization. Improves communications at all levels. In the few months since publication, this book has proven valuable for classroom use in management courses. Discounts in quantities of 12, 50, and 100.

ORDER TODAY!
183 pages $5.95

* *One of the nation's foremost authorities on systems and procedures. Currently Director of Foundation for Administrative Research and editor of newsletter "Systemation". Winner of Systems Man of the Year award 1958. Widely regarded as dean of systems men.*

OFFICE PUBLICATIONS, INC., 232 Madison Ave., New York 16, N. Y.

Please send me ..... copies of THE PLAYSCRIPT PROCEDURE at $5.95 a copy, postpaid.

☐ I enclose remittance. ☐ Send invoice. (no on-approvals)

Name .....

Company .....

Street .....

City ..... Zone ..... State .....

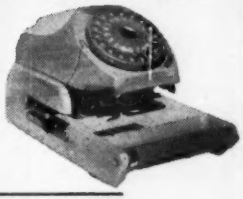
workers . . . some willing to do the work and the others willing to let them.

In practice, both general and specific delegation usually involve more than two people, although in many cases simple delegation may be all that is required. The chief executive, with unlimited authority and full responsibility, extends these through his senior staff, down the line of command, to the workforce. It is recommended that some measure of authority and responsibility be placed as close to the point of action as possible, where it will be most helpful in getting the work done. This creates the tapering concept of delegation. In going downward, the amount of authority and responsibility become smaller at each successive level.

The executive who keeps his nose in the details of every job discourages the ingenuity of subordinates by competing with them. His responsibility is to share with others, thereby helping them to advance. His reluctance to do so will cause him to inadvertently develop a

"Oh, definitely, objets d'art in the office, c'est elegant!"

ARCO "Open Ring"
RUBBER BANDS
OVER 300 VARIETIES
• HIGH QUALITY • HIGH COUNT
• LOW, LOW PRICES • FAST SERVICE
FOR INFORMATION WRITE
ALLIANCE RUBBER CO.
FRANKLIN, KENTUCKY
For More Information Circle No. 291

NIPPO WELLON
Electric Check Writer
Just turn the dial—that's all, and Presto!—the amount is automatically and clearly perforated.

YOKOHAMA, JAPAN
NIPPO MACHINE INDUSTRY CO., LTD.
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An Annual Roller Change—The Best
TYPEWRITER LIFE INSURANCE

Insist On a
FUTURISTIC
GALAXIE
Platen
Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer
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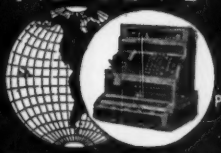
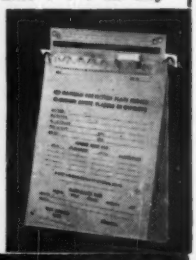
CASH REGISTER
PARTS
WORLD WIDE SERVICE

HIGHEST QUALITY PRODUCTS
CASHERE CORPORATION
Successor to International Cash Register & Parts Co.
207 E. Evergreen Ave., Mt. Prospect, Ill.
For More Information Circle No. 294

for protected, instantly-available
OFFSET NEGATIVES, PLATES, STENCILS

STOP WASTING **time and money! Every time you lose or damage an original, you're throwing away a $10.00 average investment. With low cost, sturdy MIM-E-O STENCIL FILES, you can *immediately* put your finger on a *perfect* stencil, neg or plate hanging free from pressure . . . protected . . . easily filed, easily found.**

There's a MIM-E-O model for all types and sizes, to protect from 150 to 1400 "investments".

And new *SADDLE ENVELOPES* hang *negatives, plate plus all work sheets* in a single, handy, compact filing unit . . . in any MIM-E-O model.



SAVE SPACE AND TIME **with EASY-FILE CLIPS and EASY-FIND INDEXES**

MIM-E-O STENCIL FILES CO.
1051 N. Paulina Street, Chicago 22, Ill.

500 Distributors . . . coast to coast, to help you solve your stencil or offset filing problem.
For More Information Circle No. 350

group of inadequately trained or inexperienced workers and, in the end, he will have to do all the work whether he wants to or not.

In many instances it is difficult, often impossible, for an executive to comprehend just where he fits into the picture insofar as delegation of company authority and responsibility are concerned. On one hand he is encouraged to deserve and acquire more authority and to broaden his area of responsibility. Then, when he has worked himself into a position of prominence and authority, he is asked to share his well-earned gains with subordinates. Yet this must be done in today's concept of business because, in building people, we are not building individuals as much as we are building an organization.

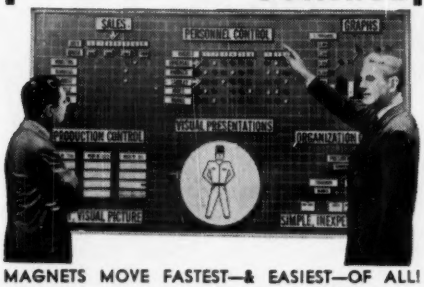
Business is relying less and less upon the executive who depends solely upon his own judgment for decisions and his own accomplishments for results. We're moving away from the one-man type of operation to a more democratic form. The more effective an executive, the more his own identity and personality blend into the background of his organization. This is a paradox but the more able the man, the less he stands out in his company.

SMOOTH WRITER!

My Name is PENCI-PEN. I am a medium point desk pen used for all general office writing. I am wood-cased, light, slim, comfortable—like a pencil. I contain the famous Hartley cartridge and best quality Formulabs® pre-tested ink for dependable, smooth writing. You will be happy with me—Red, black, green, blue ink—and special ball pen ink eraser. 29c each, 4 for $1.00, or only $2.90 dozen post-paid. Money back guarantee. Send for some NOW. You can't lose. Order from—

GARDNER STAMP COMPANY
166 South Washington St., Wilkes-Barre, Pennsylvania
For More Information Circle No. 359

VISUAL MAGNETIC CONTROL



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Priced From **$38** INCLUDING MAGNETIC ELEMENTS

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Methods Research Corp.
105C Willow Avenue, Staten Island 5, N. Y.

For More Information Circle No. 240

Sparkling Reproduction

from your Multilith

with

Sparkle-Lith
Jumbo Oscillating Shell

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For More Information Circle No. 241

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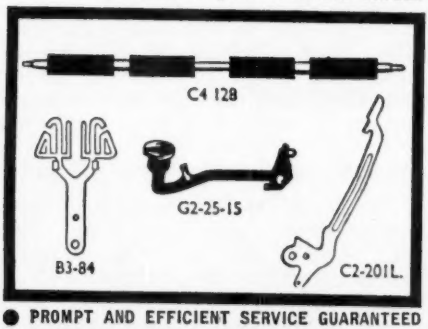

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NEWS OF THE Industry

Emerson Mead Heads BEMA

Emerseon E. Mead

More than 200 members helped launch the Business Equipment Manufacturers Assn. into a new era at the annual meeting Oct. 18-19, in New York. Emerson E. Mead, president, Smith-Corona Marchant, Inc., was elected chairman of the board of directors for the ensuing year. Vice chairmen are R. S. Laing, vice president-finance, National Cash Register Co., and J. W. Birkenstock, vice president, International Business Machines Corp. This was the first official general membership meeting under the new name with the organizational structure of three operating groups: data processing, office machines, office equipment, and the show subsidiary, Business Equipment Manufacturers Exhibits, Inc. Equipment makers announced formal organization within BEMA, with T. R. Combs, executive vice president, Harter Corp., as chairman.

Fairchild Appointments

Donald H. Lazarus

Appointment of Donald H. Lazarus as general sales manager for Fairchild Business Machines Div., Fairchild Camera & Instrument Corp., was announced by C. F. Shaffer, division general manager. His appointment parallels the division's plan for development, manufacturing, and marketing of paper handling equipment, and organizing and training a nationwide sales organization. Mr. Lazarus served 15 years as Cleveland manager of Diebold, Inc. James B. Carpenter, assistant sales manager for the Business Machines Div,, comes to Fairchild with 15 years experience in sales

Jas. B. Carpenter

Robert F. Kell

and sales management as export representative and manager, international sales for the W. S. Tyler Co. and export manager for Baker Industrial Truck Div., Otis Elevator Co. Also announced was the appointment of Robert F. Kell as advertising manager of the Business Machines Div. Prior to joining Fairchild, he was advertising and sales promotion director for Alside, Inc. and sales promotion and advertising manager for R. D. Werner Co.

Victor Comptometer on Big Board

Trading in the common stock of newly named Victor Comptometer Corp. began Oct. 30 on the New York Stock Exchange, following merger of Comptometer Corp. into Victor Adding Machine Co. First block of 1000 shares was purchased by Albert C. Buehler, chairman and president of Victor Comptometer, on behalf

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For More Information Circle No. 387

Albert C. Buehler (left), chairman and president, Victor Comptometer Corp., presents a Victor calculator to Edward C. Gray, executive vice president, N.Y. Stock Exchange. Raymond J. Koch, VC vice chairman, is at right.

of Victor's Employee Security Fund. The Chicago company, with 4,601,274 shares of common stock outstanding, also was admitted to trading on the Pacific Coast Stock Exchange. Comptometer had been a listed company with some 3700 shareholders. Although Victor was larger, it was closely held and unlisted. Owners of the million Victor shares received 3.6 million shares of new Victor Comptometer upon the merger, while approximately a million shares of Comptometer are being exchanged one-for-one.

RCA and ITC Sign Agreement

Two multimillion-dollar agreements, one for the sale of electronic data processing systems and the other for the exchange of patent licenses, were signed by Radio Corp. of America and International Computers & Tabulators Ltd. of England. I.C.T., with offices in 51 countries, placed an initial order for 50 RCA data processing systems, with an option to purchase 50 or more additional systems. Shipments will begin in quantity next year and be completed by 1964. The data systems purchased by I.C.T. can be marketed in the United Kingdom and all other areas of the world. RCA and I.C.T. have exchanged nonexclusive patent licenses for the manufacture and sale of data equipment.

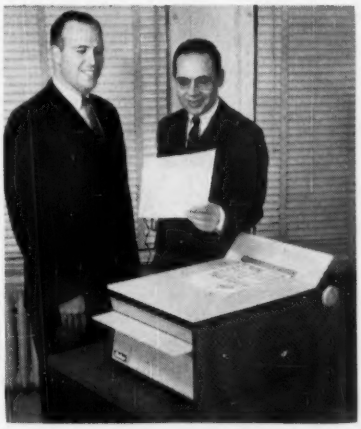
Royal-McBee EDP Sales Manager

George C. Ensslin

George C. Ensslin was named national electronic data processing sales manager of Royal McBee Corp., according to Carl P. Ray, vice president of marketing, who said the company also is establishing sales specialists in major cities to handle Royal Precision computer sales exclusively. Mr. Ensslin was manager of the company's district sales office in Los Angeles.

BBM Photocopy Changes Name

Shareholders of BBM Photocopy Mfg. Corp. voted to change the name of the company to Bohn Business Machines, Inc. The announcement was made by Saul S. Weitzman, chairman. The company manufactures and distributes duplicators, calculators, photocopy accessories and has developed a new electrostatic photocopier (shown below).



Leon Bohn (right), president, Bohn Business Machines, Inc., shows Sidney Barzman, vice president, a copy made on the new Bohn dry copying machine.

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Thal Again Heads LPMA

Rolf Thal

Rolf Thal, executive vice president, Eagle Pencil Co., Danbury, Conn., was elected to a second term as president of the Lead Pencil Manufacturers Assn. at the group's annual convention, Oct. 12-13, at Elbow Beach Surf Club, Bermuda. Mr. Thal succeeded Frank G. Atkinson, president, Joseph Dixon Crucible Co., when elected to his first term last year.

SCM Office Products Ad Manager

Richard W. Gilliland was appointed advertising and sales promotion manager of office equipment products for Smith-Corona Marchant, Inc., it was announced by Leslie C. Overlock, vice president—marketing. Mr. Gilliland will report to John Kolody, corporate advertising and sales promotion manager, and will manage all phases of advertising and sales promotion for electric and manual typewriters, calculators, photocopy equipment, data processing equipment and supply products. Prior to joining Smith-Corona Marchant, Mr. Gilliland was an advertising product coordinator with International Business Machines Corp. and previously was advertising account manager with Linde Co., Div. of Union Carbide Corp.

Farrington Appointments

Appointments to two management posts in Farrington Business Machines Corp. were announced by William L. Brian, executive vice president. James J. Cooney Jr., was named to the newly created post of controller, and William H. Prince was appointed manager of the Collating Div. Mr. Prince has been with Farrington since 1960, when it acquired J. Curry Mendes & Co. He had been with Mendes since 1950.

Chicago Equipment Show

The Business Equipment Exposition, set for McCormick Place, Chicago, April 9-13, will be the largest to date by the Business Equipment Manufacturers Assn., occupying about 3½ acres. Space is more than 95% committed. During its five-day run, more than 70 leading foreign and domestic manufacturers will display nearly $30 million of the latest products catering to every facet of business management operations. An estimated audience of 40,000 business executives is expected.

MICR for Remington Rand

The Remington Rand Div. of Sperry Rand Corp. announced purchase of National Data Processing Corp., Dallas, which since 1958 has engaged in development, manufacture and marketing of MICR equipment for the automatic processing of checks and other bank documents.

CTR's Sales Managers

Ralph Estes

Cincinnati Time Recorder Co. has completely realigned its sales managerial organization, according to Carl K. Gieringer, president. Ralph Estes, sales manager, was appointed general sales manager. He joined the company three years ago after extensive experience in the office equipment field. Jack Taylor, former customer relations manager, was promoted to regional sales manager for southeastern states. He has been with the company 14 years. Al Knochelman, former systems sales manager, is regional manager for eastern states. He has been with the firm five years. Howard Gieringer, former district sales manager, is regional manager for north central states.

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NBFA Annual Conference

R. E. Eberhardt

The 16th Annual Conference of National Business Forms Associates at Bal Harbour, Fla., Oct. 23-25, was marked by several exceedingly informative sessions, not the least of which was a 3M Systems Papers presentation by Charles Hann, 3M's project manager, systems products. A broadening in the scope of NBFA activities is expected to result from the joint session of members and manufacturers. Robert E. Eberhardt, Cooley Business Forms, Inc., Rochester, N. Y., is the new president. Karl Edelmayer, Girard Business Forms, Inc., Philadelphia, is 1st vice president and Grady Conrad, Key Business Systems, Inc., Winston-Salem, N. C., 2nd vice president. Manufacturers for the first time were accepted as associate members and John Randall, Specialized Printed Forms, Inc., Caledonia, N. Y., is president of the Manufacturers Div. The next NBFA conference is scheduled for Colorado Springs, Sept. 9-13, 1962.

Dictograph Sales Vice President

Charles A. Mitchell was named to the newly created post of vice president in charge of marketing by Dictograph Products, Inc. He was formerly distribution sales manager with General Electric Co.

Photek Moves

Photek, Inc., moved its offices from Providence to West Kingston, R. I. The new plant consolidates the firm's marketing services, customer service and credit department. The research laboratory, chemical mixing plant, production and warehousing facilities are already in operation in West Kingston, as are some of the executive offices. New address is Box 247, West Kingston, R. I.

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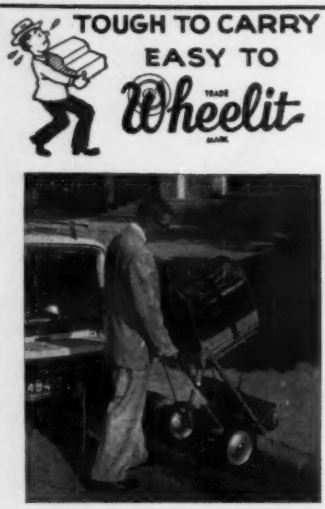

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GE Computer Appointment

Wm. J. McGuckin

Appointment of William J. McGuckin as manager of advertising and sales promotion for the General Electric Co. Computer Dept. was announced by Lacy W. Goostree Jr., manager of marketing. Mr. McGuckin will be responsible for planning and executing all national advertising, sales promotion and publicity programs for the department's complete line of information handling equipment. He succeeds Roy D. Jordan who transferred to the department's marketing training program as senior applications instructor.

Anken Appoints Koretz

Appointment of Harry Koretz as director of sales for the Western Div., Anken Chemical & Film Corp., was announced by Louis P. Ratti, president. Mr. Koretz was associated with Cormac Photocopy Corp. since its inception, and became western regional manager, later returning to New York in an executive capacity. When Cormac became a division of Anken he was appointed division general manager.

Watts Joins StripPrinter

Edwin W. Watts was named secretary-treasurer of StripPrinter, Inc., Oklahoma City. He will direct advertising, sales promotion and services, and dealer relations. Mr. Watts had been associated with Arthur Davenport Associates, advertising and public relations firm.

L. M. Dixon Dies

L. M. Dixon, former vice president and member of the board of directors of Columbia Ribbon & Carbon Co., died Oct. 13. He was 83 years old.

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For More Information Circle No. 391

NATIONAL Conference & Exhibit CALENDAR

Society of Reproduction Engineers, Biltmore Hotel, Los Angeles, Dec. 2-5.

Eastern Joint Computer Conference, Sheraton-Park Hotel, Washington, D. C., Dec. 12-14.

Office Management Assn. of Chicago, Conrad Hilton Hotel, Chicago, Feb. 5-8.

National Stationery & Office Equipment Assn. (Western), Sheraton-Palace Hotel, San Francisco, Feb. 16-18.

Business Equipment Manufacturers Assn. (formerly OEMI), McCormick Place, Chicago, Apr. 9-13.

National Paper Trade Assn., Waldorf-Astoria, New York, Apr. 15-18.

1st Annual Office Machines Week, in U.S. and Canada, Apr. 22-28.

National Microfilm Assn., Mayflower Hotel, Washington, D. C., Apr. 25-27.

National Office Furniture Assn., Barbizon-Plaza Hotel, New York, Apr. 26-29.

American Federation of Information Processing Societies, Joint Computer Conference, San Francisco, May 1-3.

National Society for Business Budgeting, St. Louis, May 17-18.

National Office Management Assn., San Francisco, May 20-24.

Federal Government Accountants Assn., Sheraton Hotel, Philadelphia, May 28-30.

Insurance Accounting & Statistical Assn., Royal York Hotel, Toronto, June 4-6.

National Business Show, Coliseum, New York, June 4-8.

National Machine Accountants Assn., Statler Hotel, New York, June 19-22.

National Office Machine Dealers Assn., Minneapolis, June 24-27.

National Assn. of Accountants, Conrad Hilton Hotel, Chicago, June 24-28.

National Business Forms Associates, Broadmoor Hotel, Colorado Springs, Sept. 9-13.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 23-25.

National Institute of Governmental Purchasing, Edgewater Beach Hotel, Chicago, Sept. 23-26.

National Assn. for Bank Audit, Control & Operation, Americana Hotel, Bal Harbour, Fla., Oct. 22-24.

Systems & Procedures Assn., Boston, Oct. 29-31.

EVENTS ABROAD

Hannover Fair, Hannover, Germany, Apr. 29-May 8.

International Graphic Arts Fair (DRUPA), Dusseldorf, Germany, May 5-18.

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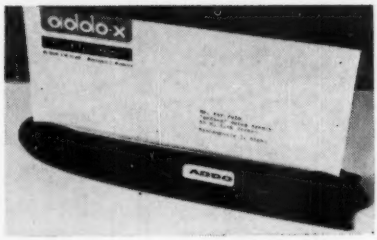

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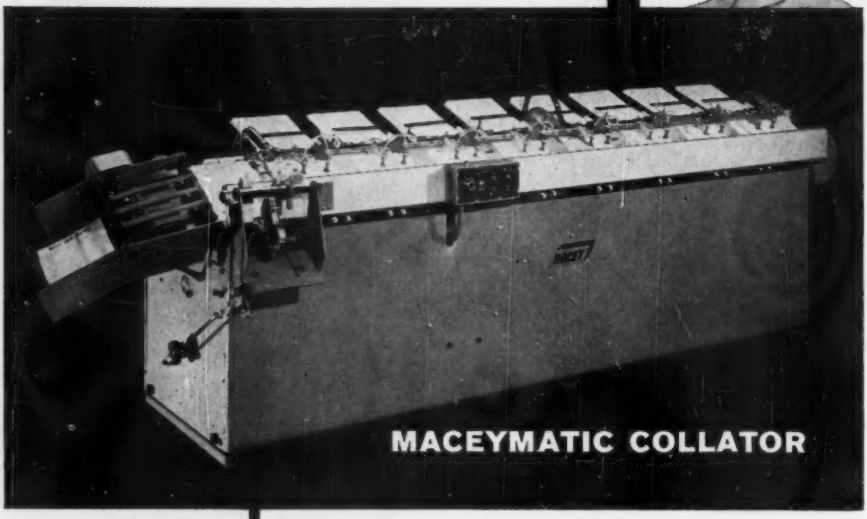

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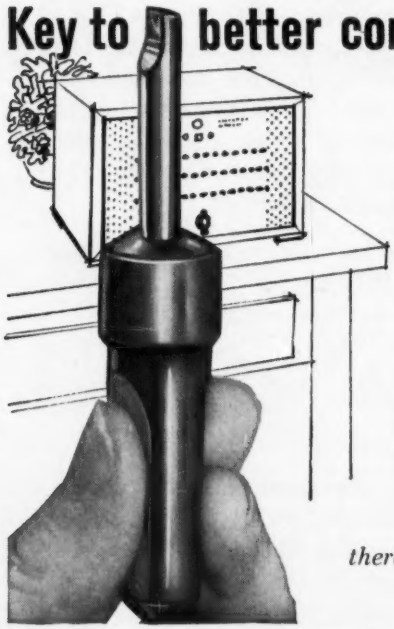

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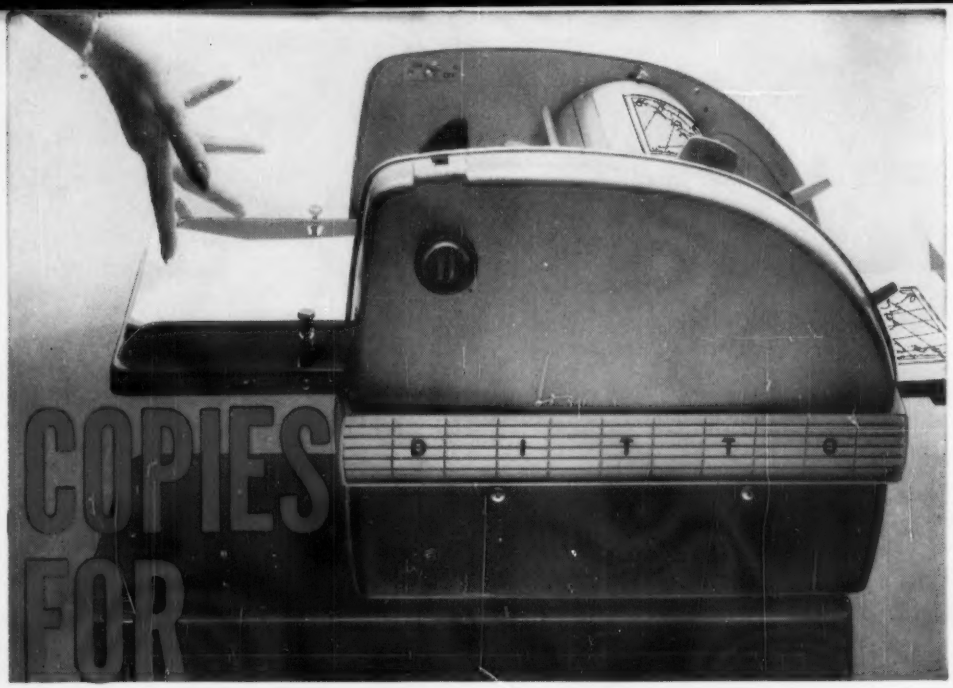
A trend over the past 15 years has begun to crystallize today, due to the rising cost of data processing and other operating expenses. More and more organizations are turning to their accountants as management consultants. THE OFFICE has long been aware of this trend for it numbers a thousand accounting firms among its readers, who constantly submit questions on business systems, machines and equipment.

Prime target of the accountant-consultant is the white-collar office worker. Some accounting firms claim to have found office forces working at only 60% efficiency and less, often because of poor loading assignments by supervisors. Not a few department heads, however, feel that auditors know much more about percentages than they do people.

Professional consultants gnash their teeth and state accountants are beyond their province when they get away from financial facts and figures. However, the large accounting firms believe that they can do a better management consulting job because they know as much about a company as any of its top executives; otherwise they would not verify the financial reports.

The accounting firms are not very worried about the attack from management consultants. They have been carrying on the same running battle with lawyers for years over the giving of tax advice. And the loot is lucrative; a firm that pays $10,000 to have its books audited might also pay $100,000 to have a department reorganized more efficiently.

There does seem to be a question of ethics involved, however. Should an accounting firm, which audits a company's books as an independent outsider, become identified with that same company management by advising it how to run its business?



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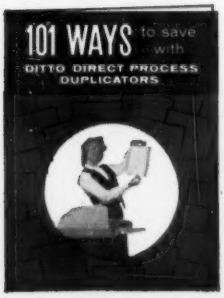

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